

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE:	Part-Time Science Technician
RESPONSIBLE TO:	Head of Science
RESPONSIBLE FOR:	None
GRADE:	NJC – Point 3-5
JOB PURPOSE:	To provide technical and administrative support to science teaching staff

Task	Description
Co-ordinate use of science resources and facilities.	Preparation of practical resources. Maintaining photocopied resources.
To ensure the maintenance of a healthy and safe working environment.	Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. Keeping up to date with health and safety requirements and with developments in practical science. Safe disposal of waste materials and hazardous substances eg sharps, dissection material. Responding to chemical hazards such as spills. Organising, storing and checking the condition of chemicals and equipment.
To contribute to the design, development, setting up and maintenance of resources and events.	Constructing and modifying specialised apparatus. Setting up and caring for plant and animal collections. Assisting with Open Evening, Taster Day, Induction Day, Year1/2 practical sessions, STEM week, CSI days and extra-curricular science dept events.
Routine and non-routine cleaning, maintenance, calibration, testing and repairing of equipment.	Checking equipment for damage. Cleaning and repairing equipment. Maintaining power packs, balances, microscopes, multimeters etc
Ensuring chemicals in reagent and stock bottles are full.	Filling up reagent bottles and jars. Making stock solutions.

Maintaining laboratories and lab resources.	General laboratory cleaning. Cleaning and mending lab equipment such as glassware, Bunsens, gas taps.
Maintaining stock levels.	Checking stock and letting head technician know when stock is low.

This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Sept 2022