



## **Gordon's School**

### **Science Technician – Job Description**

**Reports to:** Lead Science Technician

**Hours:** 8am - 4pm, Monday - Friday, term time plus 5 days. There is some flexibility on hours plus part time hours would be considered

#### **Main Purpose of the Job**

To work as part of the team of technicians providing support to the Science department, in particular to the Chemistry department, including preparation for practical lessons.

#### **Duties and Responsibilities**

- Preparing and setting out apparatus and chemicals for practical lessons up to A Level based on teacher's requisition.
- Carrying out risk assessments where necessary and making sure Health and Safety measures are followed in setting up each practical, by referring to CLEAPSS resources and/or discussing with colleagues and teachers.
- Clearing and tidying up laboratories following each practical session.
- Carrying out safe disposal of chemicals and biological waste following CLEAPSS guidelines.
- Providing assistance to the Science teachers and students during practical sessions when necessary.
- Collaborating with colleagues to share workload at busy times and covering absence to maintain the standard of technical service in the Science Department.
- Carrying out routine services in labs, prep rooms and equipment following Gordon's lab servicing schedule.
- Ensuring that the chemicals and equipment are available in stock in suitable condition and initiate orders when necessary.
- Maintaining effective communication with the teachers to follow the lesson objectives and possible improvements for the lessons and general laboratory environment.
- Trialling out experiments as necessary before setting up for students.
- Adhering to the Gordon's Science Department Health and Safety and Prep Room management policies.
- Carrying out simple in-house repairs, calibration and maintenance of equipment.
- Requesting assistance from school maintenance and facilities department as required.
- Keeping up to date with developments in practical Science and Health and Safety policies through CPD events and online resources.
- Assisting colleagues in issuing text books, stock taking, placing orders and any other duties required to maintain the smooth running of Science Department.
- Restocking stationery.
- Obtaining local purchases necessary for lessons and technician tasks.
- Attending school support staff/Science Department/technicians meetings as required.

#### **Person Specification**

##### **Qualifications/Experience**

- Previous laboratory technician experience, ideally in an education setting, with a specialism in Chemistry is essential
- Science A Level, degree or background is essential

**Personal Skills**

- Ability to work as part of a team
- Good communication skills
- Good IT skills
- Flexibility
- A good level of attention to detail
- An enthusiasm for Science

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including an enhanced DBS check.*