



# MILL HILL COUNTY HIGH SCHOOL

*Promoting Harmony – Aiming Higher – Achieving Excellence*

**Title of Post: Science Technician**

Salary: SCP 3 – 4, £12,955 - £13,190

Commencement: Immediate

Contract: 26 hours per week

Weeks per Year: Term Time Only

Purpose: To ensure the servicing and safety of science laboratories and practical experiments

Responsible for: Science Laboratories

Reporting to: Senior Science Technician

**Job Description:**

**Daily Duties**

- Preparation, setting out, clearing away and washing up of apparatus and materials required for lessons.
- Issuing equipment and materials to staff and pupils during lessons.
- To help in lessons when requested by teaching staff.
- Maintenance of stock solutions.
- Simple maintenance of equipment and repairs. Liaison with Senior Technician to arrange for professional repair when necessary.
- Keeping preparation room and laboratories tidy. Removing of graffiti from benches when required.
- Check that taps, gas taps, sinks and electric sockets are in working order. Any minor faults, repairs, gas and water leaks to be reported to the caretakers.
- To make sure that gas and water are turned off at the end of the day.
- Maintenance of plants for simple experiments.
- Setting up and testing demonstration experiments and ensuring they work satisfactorily.
- Construction of simple apparatus.
- Checking stocks of apparatus and reagents and reporting shortages to Senior Technician.
- Photocopying and filing of worksheets.
- Fire doors to be unlocked before start of lessons and locked at the end of the day.
- Once a week to make sure that each lab has allocation of stationery.
- Preparation of Distilled Water

**Once a Term or at more regular intervals as directed**

- Washing safety glasses from all labs and replacing any old ones with new ones.
- Servicing of Bunsen Burners.
- Checking storage units and cupboards and seeing that each contains its proper equipment and text books.
- Checking all stock solutions and reagents and disposing of any which are stale or surplus.
- Assist in preparation for Master Classes- Junior Schools visiting the science Department.
- Cleaning of Fridge and Freezer in the Prep room.

### **Once a Year in the summer term**

- Stocktaking of resources and books.
- Descaling of water baths, kettles used for the practicals.
- Cleaning and checking of storage units for resources and prepare for the new term.

### **Health and Safety**

- The Technician is immediately responsible to the class teacher or teachers whilst the class or classes are in session, and to the nominated teacher and Head of Department otherwise.

Additionally, the technician will:

- follow safe working procedures personally
- be familiar with the general and particular safety rules that apply
- maintain good housekeeping standards
- deal with short term hazards in conjunction with the teacher in charge.
- report long term hazards to the Senior Technician
- be familiar with relevant regulations, emergency, accident, and illness procedures
- advise new teachers on Health and Safety- issue Hazards when necessary

### **Other duties**

- Other duties which the Senior Technician or the Head of Science may require

### **Knowledge, Experience and Skills**

#### ***Essential:***

- BSc in either Biology, Chemistry, Physics or Science-related field.
- The ability to demonstrate initiative
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent time manager with the ability to work to tight deadlines
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders
- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence

#### ***Desirable:***

- Previous experience of working within a similar role
- Previous experience of working within a school setting

### **Safeguarding**

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

### **Additional Information**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.