



KING WILLIAM'S COLLEGE



THE BUCHAN SCHOOL

Job Description Template

| | |
|-----------------------|---------------------------|
| Job Holder | |
| Job Title | Science Technician |
| Reports To | Head of Science |
| Direct Reports | Head of Science |

Job Purpose

King William's College is committed to safeguarding and promoting the welfare of children. All posts in The Buchan School and King William's College are subject to normal statutory checks.

The purpose of the Science Technician at King William's College is to support teachers in facilitating the learning of the students in and out of the classroom. This includes, but is not limited to, preparing materials for practical activities, maintaining equipment and helping to ensure the safe and smooth running of the department. A list of specific responsibilities follows.

Accountability

What are you accountable for

Technicians are accountable for correct delivery of requested materials to classrooms, the safe and organised running of the prep room(s) and the maintenance and safety of equipment for use by teachers and students. A list of specific responsibilities, for the which the job holder is accountable, follows.

Specific Responsibilities/Key Tasks (be precise)

Job responsibilities are what an organization uses to define the work that needs to be performed in a role and the functions that you are accountable for. Job responsibilities also include the information most vital since it defines the criteria that should be used for your assessment and development.

- Preparing class practical activities
- Making up solutions/equipment
- Returning equipment to the stores
- Cleaning equipment
- Maintenance of lab equipment
- Cleaning sinks, fume cupboards and another fixed lab equipment
- Maintaining inventory of chemicals and equipment
- Assisting in class practical activities
- Supporting at extracurricular clubs
- Accompanying on school trips
- Maintaining safe practices in the preparation of materials
- Carrying out checks on and maintaining lab equipment such as fume cupboards, Bunsen burners, microscopes, etc.
- Ordering new/replacement stock
- Stocktaking and maintaining inventory
- Carrying out demonstrations

- Trialling and developing new resources for new practical activities
- Providing advice and support for use of more complicated equipment such as UV spectrometer, force sensors, etc.
- Supporting students in Extended Essays and Internal Assessments
- Providing technical support for practical exams and mock practical exams
- Leading activities at extracurricular clubs
- Supervising students at lunchtime
- Helping to organise school trips
- Providing health and safety guidance to teachers students
- Advising on safe working practice in the lab(s)
- Any other reasonable duties as requested by line manager

| | | |
|-------------------------------------|--|--|
| Approved By (Print Name) | | |
| Date Approved | | |