

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the Conditions of Service Handbook.

Job Title: Science Technician - Chemistry

Job Purpose: To support the learning and teaching of students, through the provision of technical support, to A-level Chemistry and BTEC Applied Science

Accountability to: Subject Leader for Chemistry

Responsible for: No staff

Key Responsibilities and Key Tasks:

- 1. Maximise student achievement through the provision of effective technical and practical support**
 - a. Prepare solutions and reagents for practical classes (standardising these when accuracy is important) and provide special apparatus when required.
 - b. Set out equipment and reagents for practical lessons and clear away when finished.
 - c. Provide chemicals and assemble apparatus for demonstrations.
 - d. Label all solutions, used in class and prep room, with hazard warnings where appropriate as per CLEAPSS guidelines.
 - e. Construct simple items of equipment for students or demonstrations by staff, as requested
 - f. Assist staff in demonstrations and students with their practical work, as directed.
 - g. Ensure adherence to Health and Safety standards (including risk assessment), CLEAPSS and COSHH guidelines.
 - h. Assist staff/technicians in Physics, Biology, Geology and Environmental Science when required.
 - i. Provide reagents and equipment for Year 10 Science Day and Open Evenings.
- 2. Efficient preparation of the Practical Endorsement assessment practicals/examinations**
 - a. Trial and prepare practical assessments for the Chemistry A Level Practical Endorsement.
 - b. Liaise with subject teachers to monitor student absences from an assessed practical, contact them and arrange catch up sessions.
 - c. Trial and prepare the BTEC Applied Science External Assessment Unit 3 (Science Investigation Skills) to examination board instructions. Maintain the confidentiality of information provided by the examination board.
- 3. Effectively maintain equipment, resources, and prep/teaching areas**
 - a. Maintain prep/teaching areas and equipment in good working order, in line with Health and Safety standards (including risk assessment), CLEAPSS and COSHH guidelines



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- b. Maintain clean and safe storage of equipment and prep/teaching areas, in line with Health and Safety standards (including risk assessment), CLEAPSS and COSHH guidelines.
 - c. Ensure safe storage and disposal of all chemicals, in accordance with Health and Safety standards, CLEAPSS and COSHH guidelines.
 - d. Where possible repair apparatus, making sure it is safe for use again; otherwise arrange specialist repair, recycle or dispose of it.
 - e. Ensure annual maintenance is carried out on fume cupboards.
 - f. Assist with the annual Health and Safety checks (including risk assessments) of laboratories, prep rooms and equipment and attend to issues raised, as necessary.
 - g. Ensure the security of equipment and resources.
- 4. To provide effective administrative support**
- a. Monitor and maintain a stock of equipment and resources (including stationery).
 - b. Check stock of consumable items and order, as necessary. (Inform the Head of subject when items need ordering for authorisation.)
 - c. Undertake an annual stock take of chemicals and equipment and update records.
 - d. Collect printed materials and file accordingly.
 - e. Set up book list on MyProgress for resources bundles and monitor student payments.
- 5. Any other duties**
- a. Undertake any other reasonable tasks, as required.

