Marden High School

Post **Senior Science Technician**

Scale **Grade 5**

Responsible to **Head of Science**

Main purpose of the Job: To provide support to teaching

Duties:

- Development and management of technical staff including INSET. Arrangements to maintain required technician services during absences.
- Reminding staff of safety procedures that may be necessary during practicals.
- Checking safety procedures and equipment. Notify Head of Science of any ways safety could be improved.
- Safe disposal of waste chemical materials
- Taking necessary precautions to maintain the security of laboratories, stores and equipment especially materials of a dangerous nature (chemicals and radioactive materials) in accordance with agreed safety procedures.
- Aiding in the advanced preparation of experiments where new procedures are being tried out or where staff are working upon unfamiliar procedures.
- Overall control of chemical and glassware stock.
- Responsible for the ordering of chemicals and basic equipment and researching information into the purchase of new equipment. Analysing the information available and advising the Head of Science on the best purchase.
- The maintenance of equipment, checking for damage and breakages and, where possible, effecting repairs.
- The maintenance of the storage of all equipment, ensuring clear labelling and recording of its home base. Ensuring that equipment moved from its home base is done so safely and returned to its home base after use.
- Maintaining the stock solutions.
- Gathering, preparing and setting out apparatus as requested via the weekly sheets prepared by teaching staff. Maintaining a check on the use of consumable materials; accounting for all durables; cleaning materials after use if necessary.
- The maintenance of clean and tidy laboratories and prep rooms, promptly cleaning any chemical spillages.
- Any other duties as requested by the Head of Science.
- To oversee and manage
- Lab logger