



RESPONSIBLE FOR:

Scientific support to teaching staff particularly in the preparation and cleaning/clearing of lesson materials.

PURPOSE OF JOB

To provide a safe, effective and efficient technical support service for students and staff under the direction of the Line Manager.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

- Prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice and assistance to pupils during practical's, project work and assessments. To advise teachers when required.
- Install, test and calibrate both existing and new equipment.
- Ensure that equipment, materials and apparatus, including teaching aids are maintained in a serviceable and safe condition.
- Undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
- Remove any scientific debris or hazardous materials/spills from sinks, bench tops and other areas or otherwise to arrange to provide a safe environment for cleaning staff and others.
- Deal with spillages/ emergencies during practical activities
- Ensure gas and water taps are turned off, and the electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.
- Monitor the condition and the stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.
- Diagnose faults and to take the necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
- Ensure that residues and outdated stock are disposed of in a safe manner.
- Set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any breeding programmes.
- Maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

GENERAL DUTIES

- Maintain an up-to-date knowledge of technical development in the field.
- Be aware of and comply with all instructions and procedures relating to health & safety at work and to recognise the main responsibilities required under Health & Safety legislation.
- Undertake general tasks according to the needs of the department such as maintenance of laboratories, organisation of store rooms, transporting supplies, preparation of audio/visual materials as required by departmental teaching staff.
- Undertake general administrative duties associated with the post.
- Actively participate in the annual performance management process.
- Participate in section meetings and support staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.