



# CLAREMONT HIGH SCHOOL ACADEMY

## JOB DESCRIPTION

### Science Technician

<b>Responsible for :</b>	<ul style="list-style-type: none"><li>➤ Preparation, assembly, demonstrations and disposal of laboratory experiments;</li><li>➤ Maintenance and provision of three Science Laboratories.</li></ul>
<b>Purpose and Objectives of Work:</b>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"><li>➤ Laboratory experiments and demonstrations are prepared to schedule and required standards in accordance with delegated teachers' requisitions and the science curriculum;</li><li>➤ Experimental materials are cleared, cleaned, restocked and disposed of safely;</li><li>➤ Laboratories, equipment and supplies are maintained in the necessary state of readiness for teaching;</li><li>➤ Preparing media and equipment including visual aids, handouts, photocopies and computer equipment;</li><li>➤ Supporting and co-operating with other team members to meet overall laboratory work, needs and goals.</li></ul>
<b>Main Duties and Activities</b>	<ul style="list-style-type: none"><li>➤ Preparing laboratory experiments and demonstrations to meet teaching requisitions delegated by the Senior Laboratory Technician;</li><li>➤ Movement of equipment and demonstration between preparation areas and laboratories within the Science Teaching Room;</li><li>➤ Adherence to Health and Safety standards, guidelines and procedures particularly including laboratory reagents, biological hazards, electrical hazards;</li><li>➤ Reprographics;</li><li>➤ Clearing, cleaning, restocking and disposing of laboratory experimental and demonstration equipment and supplies;</li><li>➤ Maintaining laboratory supplies and requisitioning maintenance through the Senior Laboratory Technician;</li><li>➤ Laboratory maintenance;</li><li>➤ Fabrication of basic science equipment;</li><li>➤ Assisting in stock taking and material control of equipment, supplies and books in the assigned laboratories;</li><li>➤ Completing reports to the Senior Technician for health and safety incidents.</li></ul> <p><b>Other appropriate duties as requested by the Senior Laboratory Technician</b></p>



## PERSON SPECIFICATION

### Science Technician

	Method of Assessment		
	Application Form	Interview	Test
<b>Education, Training &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• HND, GCSE Maths &amp; English</li> <li>• ICT Software</li> </ul>	X	X	
	X		
<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Has a good understanding of all 3 sciences</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>• Practical work experience</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>• Maintains satisfactory record of attendance &amp; punctuality</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Capable of carrying equipment over 3 floors within the department</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Manual ability to handle material &amp; equipment</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Clerical knowledge</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Basic Maths</li> </ul>			X
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>• Commitment</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Effective communication with students, staff &amp; visitors</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• A positive &amp; flexible attitude</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Work effectively both independently and as a team member</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>• Handling monies</li> </ul>			
<ul style="list-style-type: none"> <li>• Ability to be trained in the code of practice relating to the use of chemicals &amp; other hazardous substances</li> </ul>	X	X	
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• To be available for extra time, if required occasionally</li> </ul>	X	X	