

Outline Job Description

Post Held	Science Technician (3 days per week)
Pay Range	HBHS Pay Band 3/4 pro rata
General Duties	<p>To assist with the preparation, setting-up and clearing away of apparatus and equipment for teaching staff within the Department. This involves taking an active role in these activities, working with other Technicians to ensure that staff requirements are fully met</p> <p>To ensure that Health & Safety guidelines are followed. As a Technician within the Science Department this position requires a knowledge of the CLEAPSS guidelines (full training to be given).</p> <p>Maintaining and repairing basic laboratory equipment</p> <p>Cleaning (not floors) and general tidiness of prep rooms</p> <p>General tidiness of laboratories, cleaning of benches and sinks, reporting any damage</p> <p>Photocopying and copy printing as necessary.</p> <p>Carrying out risk assessment prior to every class practical and informing teaching staff of any hazards. Disposing of broken glass and sharps</p> <p>To carry out any other duties of a technical nature</p> <p>To follow safeguarding procedures as outlined by the DSL and listed within relevant policies</p>
Reporting to	Senior Science Technician/Head of Department