



POSITION DESCRIPTION – SCIENCE TECHNICIAN

POSITION TITLE:	Science Technician
RESPONSIBLE TO:	Head of Science
RESPONSIBLE FOR:	Technical & administrative support to the Science Department
FUNCTIONAL RELATIONSHIPS:	Internal: <ul style="list-style-type: none">• Teaching Staff• Support Staff
PURPOSE OF THE ROLE:	To technical and administrative support to the Science Department and its teaching staff, to enable the department to run smoothly and effectively.

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

ADMINISTRATION:

1. In co-operation with the Head of Science, provide a high standard of administrative support to enable the smooth running of the Science Department.
2. Assist the Head of Science, in managing the Science Department budget by keeping an easily accessible system of invoices.
3. Operate an ordering system to meet the needs of the Science Department.
4. Review equipment needs within the Department. Obtain quotes and make enquiries on the purchase of new and replacement equipment and ensure spending is approved by the Head of Science.
5. Operate efficient systems for the issue and distribution of books and resources.

HEALTH & SAFETY:

1. Take on the role of the Lab Manager if required.
2. Work with the Head of Science on Health and Safety issues and the implementation of appropriate systems in the laboratories.
3. Maintain the Technician's area for safety and security purposes, so that dangerous and expensive materials are not readily available to untrained personnel.
4. Be conversant with the Code of Practice for School Exempt Laboratories and the MOE Safety and Science manual.
5. Advise staff, as required, on Health & Safety so that practical sessions are run in a safe manner.

TECHNICAL SUPPORT:

1. Provide Science Department staff with resources and equipment for practical work as required.
2. Assist teachers and students with setting up equipment for practical sessions and assessments.

3. Prepare equipment, materials and solutions required for demonstration and class practical work, practical tests, assessments and field trips.
4. Advise staff about practical work, resources and equipment available and Health and Safety, so that they are aware of and have access to all equipment relevant to their discipline, and run practical sessions in a safe manner.
5. Assist teaching staff with photocopying as required.
6. Order new texts/workbooks as requested by staff.
7. Provide support to the Head of Science with any other tasks as required.

TECHNICAL MANAGEMENT:

1. Ensure that all duties relating to purchasing, storage, maintenance and distribution are completed in a timely manner and to a required standard.
2. Operate an efficient system of stocking, storing, distributing and checking equipment and materials used in the laboratories so that there is optimal use and minimal wastage of these.
3. Conduct periodic inventory reviews of Department resources.
4. Operate a system for chemical storage, labelling, use, disposal and inventory that meets the Code of Practice requirements.
5. Ensure the maintenance and repair of equipment as required.
6. Action maintenance requests with Property Manager to ensure that all hazards are promptly identified and corrected.
7. Source and collect materials and/or specimens for dissection and experiments. Ensure that the materials are from a regulated source and are disposed of appropriately.
8. Monitor the safe storage, care, handling and disposal of residues, wastes and microorganisms so that a safe working environment is provided and staff and students are made aware of possible hazards.

PROFESSIONAL DEVELOPMENT:

1. In accordance with current practices, ensure that knowledge and skills are maintained to a high standard.
2. Undertake continued Professional Development to ensure there is a clear understanding of the Code of Practice and the HASNO Act.
3. Liaise with technicians in other school so that information can be shared and support given.
4. Be conversant with the parameters of the science curriculum so that staff can be advised of suitable safe practices in their teaching.

EDUCATION & EXPERIENCE:

1. Either a science-based graduate and/or previous experience of working in a technical capacity in a scientific or similar environment.
2. Knowledge and experience of school science and current regulations regarding safe working practice.
3. Familiarity with standard chemical nomenclature, and with apparatus found in biology, chemistry and physics departments.
4. Experience handling a wide range of chemicals & biological cultures; and assemble apparatus including calculating chemical quantities, and the safe handling of chemicals and biological cultures.

KEY COMPETENCIES:

1. Effective verbal and listening communication skills
2. Good written communication skills sound work ethics
3. Able to manage resources
4. Able to manage own time effectively and prioritise

5. Effective organisational skills and able to plan ahead
6. Effective team working skills – able to work collaboratively
7. Able to work under pressure
8. Be able to undertake a risk assessment for technician activities
9. Able to react knowledgably in a potentially scientific hazardous situation
10. Computer competence

PERSONAL ATTRIBUTES:

1. An enthusiasm for science education
2. Be honest and trustworthy
3. Able to work methodically and pay attention to detail
4. Be polite and respectful
5. Be flexible