



## **Ribston Hall High School**

### **Job Description Assistant Science Technician**

**Scale Point 2-6  
16 Hours per week/Term time only  
Job Purpose**

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To work as part of the Technician team, to undertake duties in support of the teaching and learning in the Science Department.

#### **Main Duties and Responsibilities**

- As a member of Technician team, support the preparation of materials and equipment for lessons and subsequent clearing away of lessons.
- To ensure equipment and services are kept in good order and report any breakages or incidents to relevant person
- To support the technician team in daily, weekly and periodic servicing, inspections and testing
- To undertake reprographic work and associated administrative tasks and maintain resources
- To maintain stock levels of consumables in all laboratories on a daily basis.
- To assist in the maintenance and repair of laboratory equipment and apparatus.
- To be aware of current Health and Safety at Work Regulations within assigned work area

#### **Qualifications and Experience**

- (a) A good general education and an interest in science.
- (b) The ability to work flexibly, accurately and reliably under pressure
- (c) Working as part of a team and with own designated tasks
- (d) Good communications skills
- (e) Willingness to learn and embrace changes within the area

#### **Supervision Received**

Responsible through the Senior Science Technician to the Senior Leadership Team and to the Head Teacher

#### **Principal Contacts**

Senior Science Technician, Technician team, Science Teachers, other Teachers, Support staff and pupils,

#### **Special Conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.