



Job Description

Job Title: Science Technician	
Reports to: Head of Sciences	
Location: Bradfield College, Reading, Berkshire, RG7 6AU	Department: Science
Main Duties: <ul style="list-style-type: none">• To the Head of Sciences for the technician service to the Science Department.• For preparing apparatus, materials and solutions; for setting up and checking reagents, equipment and apparatus for use in practical classes and demonstrations; for retrieving and clearing away apparatus etc.• For the basic construction and modification of apparatus.• For the testing (<i>excluding electrical</i>) and general maintenance, including cleaning, of apparatus, equipment (<i>including fume cupboards and cabinets</i>) and general laboratory services and facilities and for reporting any faults to the Head of Sciences.• For organising and storing of chemicals, equipment, materials and apparatus as required.• For maintaining stock levels in the Science Department, notifying the Head of Sciences of shortages and ordering the purchase of goods as instructed by the Head of Sciences.• For keeping stock lists of reagents and apparatus up-to-date.• For the keeping of accounts and filing of invoices.• For disposal of waste laboratory materials as directed in accordance with established guidelines.• For participating in the preparation and setting up of apparatus, materials and equipment for use in practical examinations and assessments.• For participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department in accordance with College and Departmental policy.• Assist in an amount of clerical work related to record keeping and the preparation of papers required for Science classes.• For maintaining sufficient stationary supplies for the Science Department.• For cooperating with other technicians for loan of equipment or materials held only by one department.• Attending departmental meetings and taking minutes.• Keeping laboratories clean and tidy.• Respond to emergencies in the laboratories and be contactable by radio.• Support pupils with project work.	
During College holiday periods: <ul style="list-style-type: none">• Restock all laboratories that are in use with reagents and equipment.• Check drainage of all sinks and for any leaks along the pipe work.• Check all the gas valves work correctly.• Service one laboratory's set of Bunsen burners and goggles on strict rotation.• Clean all the top pan balances.• Clean the perspex on all fume cupboards and cabinets.• Clean all shelves, benches and sinks throughout the department.• Do any other appropriate job requested by the Head of Sciences.• Audit the chemical store checking the stock list tallies with the contents of the store and vice versa.	

- Order reagents and basic laboratory equipment as necessary. Approval for more specialist equipment must first be obtained from the HoD.
- Put the accounts in order and calculate totals spent for each category.
- Release any pressure that has built up in the bottles of volatile compounds.

Working Hours:

Your normal working hours will be based on an average of 43 hours per week subject to adjustments agreed in consultation with the Head of Sciences. Overtime is not available. However, the Science Technician may be required to perform such overtime as may be reasonably required by the College in order for the Science Technician to properly perform his/her duties. Where extra hours are performed the Science Technician shall be entitled to time-off in lieu.

During Term Time

Day	Timetable Hours
Monday	0800-1600
Tuesday	0800-1500
Wednesday	0800-1600
Thursday	0800-1500
Friday	0800-1600
Saturday	0800-1300

Requirements During College Holidays Periods

The Science Technician will be committed to working for 7 days, 7 hours per day. Actual dates will be as directed and agreed with the Science Technician and the Head of Sciences, but will be during the following periods:

Michaelmas Holidays	2 working days
Lent Holidays	2 working days
Summer Holidays	3 working days

Qualifications and experience required for this role:

- Previous experience in a science environment (e.g. school science department, university science department, science-based industry etc) would be an advantage, but not essential.
- Good working knowledge of Microsoft packages.
- Able to solve problems.
- Sense of humour.
- Willingness to learn.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.