



## JOB DESCRIPTION

<b><u>Job Title:</u></b>	Senior Science Technician
<b><u>Grade:</u></b>	H5 point 9 to 14, plus fringe
<b><u>Purpose of the Job:</u></b>	To support the learning of science through the provision of a comprehensive practical, demonstration, assessment and examination service to timetabled deadlines and within safety guidelines and managing the team of technicians and the prep room.
<b><u>Reports to:</u></b>	Director of Science
<b><u>Staff Reporting to Job Holder:</u></b>	Science Technicians
<b><u>Contacts within each School within the MAT:</u></b>	SLT Link for Science, Head of Department: Science, Science teachers, finance and reprographics staff
<b><u>Contacts outside the MAT:</u></b>	Suppliers, County advisers, science organisations, CLEAPSS
<b><u>Knowledge, Experience and Training:</u></b>	<ul style="list-style-type: none"> <li>• A specialism in Biology, Chemistry or Physics with the ability to provide support to A level provision of that discipline</li> <li>• Further/higher qualification or NVQ level 4 or equivalent in a science related discipline</li> <li>• Experience of working in a relevant discipline within a laboratory or similar environment</li> <li>• Experience of stock control, compiling orders, liaising with suppliers, and maintaining appropriate records</li> <li>• Knowledge of equipment to support delivery of science practicals</li> <li>• Knowledge of ICT packages such as MS Word, Excel &amp; Powerpoint</li> </ul> <p>Responsibility for own personal development, including advances made in science and science education</p>

	<ul style="list-style-type: none"> <li>Evidence through DBS check and recruitment process of suitability for working with children</li> </ul>
<b><u>Working Environment:</u></b>	The Science 'preparation room', along with the Science laboratories
<b><u>Additional Information:</u></b>	The post holder will need to work effectively leading a team of technicians and as part of the wider science department team, whilst also being a self-starter and having high levels of individual motivation.

<b>Key responsibilities</b>	<b>Activities that are likely to be carried out</b>	<b>Likely frequency</b>
To be responsible to the Director of Science in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.	<p>Organising the technical support team to the science department, including: Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities. Assisting in practical classes &amp; Giving technical advice to teachers, technicians and students.</p> <p>Carrying out risk assessments for technician activities.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>
<p>To have overall responsibility for the promotion and observance of a healthy &amp; safe working environment for the technical support service by:</p> <ul style="list-style-type: none"> <li>actively leading and coordinating the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>keeping up-to-date with current procedures and practices through continuing professional development;</li> <li>the provision of technical advice on health &amp; safety issues to teachers and technical support staff;</li> <li>the safe treatment and disposal of used materials, including hazardous substances and responding</li> </ul>	<p>Ensuring the technician team keeps up to date with health &amp; safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend courses.</p> <p>Giving health &amp; safety advice to technical staff, teachers and students.</p> <p>Disposal of waste materials.</p> <p>Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment.</p> <p>Attending department meetings.</p>	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Half termly</p>

<p>to actual or potential hazards;</p> <ul style="list-style-type: none"> <li>the healthy &amp; safe storage and accessibility of equipment and materials.</li> </ul>		
<p>To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.</p>	<p>Managing, monitoring performance and supervising colleagues.</p>	<p>Daily</p>
<p>To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students &amp; teachers on the practical aspects of the curriculum.</p>	<p>Designing, constructing and modifying apparatus.</p> <p>Setting up and caring for plant and animal collections.</p> <p>Preparing standard solutions, etc, purifying chemicals, treating waste</p>	<p>As required</p> <p>Daily</p> <p>As required</p>
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> <li>leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;</li> <li>monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;</li> <li>ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> </ul>	<p>Maintaining resources.</p> <p>Keeping stock records.</p> <p>Ordering stock.</p> <p>Keeping financial records.</p>	<p>As required</p> <p>Annually</p> <p>As required</p> <p>Weekly</p>
<p>To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.</p>	<p>Ensuring the department's resources are maintained to the required standards.</p>	<p>Weekly</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.