

Job description: LEAD SCIENCE TECHNICIAN

School: The Highfield School

Grade: H5

1. The Purpose of the Job

Leading and working as a team to ensure apparatus, chemicals etc for practical science teaching are available and prepared in advance to support the science teachers. To provide practical and administrative support to the teaching staff in connection with the practical aspects of the subject.

2. Principal Responsibilities

Core activities

- Making up solutions
- Assembling apparatus.
- Delivering equipment to rooms.
- Collecting, checking and returning equipment to stores.
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- General laboratory cleaning (bench surfaces and fixed equipment).
- Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
- Organising and storing chemicals and equipment.
- Stocktaking chemicals and/or equipment.
- Obtaining materials by local purchase.
- Disposing of waste materials.
- Caring for plants and/or animals.
- Trialling practical activities.
- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health & safety guidance.
- Providing technical support to students / pupils including health & safety guidance.
- Assisting in practical classes.
- Carrying out demonstrations.
- Keeping up to date with developments in practical science.
- Keeping up to date with health & safety requirements.
- Carrying out health & safety checks on laboratories, prep rooms and stores.
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first- aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.

Additional activities

- Role as Deputy Radiation Protection Supervisor
- Delegate responsibilities to the technician team in the running of the prep room
- Assisting with the purchase of materials
- Monitoring of the faculty paper-based resources
- Supporting the development of the technician team
- Assisting with the issuing and collection of textbooks to students.
- Assisting with departmental administrative tasks
- Carry out any other reasonable duties as may from time to time be requested by the Head of Science, or Headteacher.

Individual areas of responsibility will be negotiated and reviewed from time to time.

3. Person Specification

- Have a commitment to the best interests of our young people.
- Be willing to work as part of a team.
- Have excellent interpersonal and communication skills.
- Be able to use initiative and work without supervision.
- Be able to work under pressure.
- Have a strong sense of humour, be flexible in attitude and adaptable to change.
- Have a scientific based background.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

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