

Job Description

Job Title		Senior Science Technician		
Service Area		Secondary School	Function	School Support
Team	Technicians		36 Hours per week Term Time +2 weeks = 41 weeks per year. 8.00 to 4.00pm	Grade LBR 6 Point 26-28 £22,468- £23,589 (Actual Salary)
Reports to		Curriculum Team Leader Science School Business Manager		
Purpose of Job				
To work with the Curriculum Team Leader and Director of Science to ensure that the department runs efficiently at all times.				
Main duties and responsibilities				
<ol style="list-style-type: none"> 1. To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. <ul style="list-style-type: none"> • 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 and experiments. • Assisting in practical classes & carrying out demonstrations. 2. Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H.H. 3. To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> • Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources; • Keeping up to date with current procedures and practices through continuing professional development; • The provision of technical advice and support on health & safety issues to teaching and trainee technical staff; • The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; • The healthy & safe storage and accessibility of equipment and materials. 4. To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records. <ul style="list-style-type: none"> • Checking stock, ordering. • Keeping stock records. • Maintaining resources. • To place orders as necessary. 				

5. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.
 - Collecting, checking and returning equipment to stores.
 - General laboratory cleaning of bench surfaces and fixed equipment.
 - Cleaning and repair of equipment.
 - Maintaining a computerised inventory of equipment, apparatus and chemicals.
6. Where possible, to carry out minor repairs to equipment, or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment.
7. To carry out administrative duties for the Science department including photocopying and collating of papers for lessons and homework.
8. To contribute to the Science Department's preparation and presentation at Open Evening events.
 - Preparing resources and experiments for Open Evenings.
9. To attend Science department meetings and act as a liaison between teaching staff and technicians.
10. To be responsible for induction, supervision, training and safety.
11. To oversee the work of all Science Technicians and to ensure they are meeting health and safety standards at all times.
12. To report health and safety concerns and potential hazards in a timely manner.
13. To care for animals and plants in the Science area.

1. To attend training relevant to the post held as the need or opportunity arises.
2. To make use of available administrative and technical support to ensure an effective use of available time.
3. To provide feedback to the relevant line manager where necessary and as requested.
4. To carry out all duties in a safe manner and in line with current school policies and procedures.
5. To perform, in accordance with any directions, duties which may reasonably be given to you by the Headteacher from time to time.

Person Specification

E / D Essential / Desirable

Excellent interpersonal and communication skills and an ability to work collaboratively with staff and students.	E
Able to communicate clearly, concisely and logically both verbally and in writing.	E
Able to demonstrate experience with a team.	E
Evidence of the ability to manage and direct others in their work.	E
Able to demonstrate an effective leadership and an inclusive management system.	E
A 'Can-do' approach to the role	E
Ability to work independently.	E
Able to be flexible and with excellent interpersonal skills	E
Excellent organisation and time management skills	E
Experience of working in an educational environment	E
A commitment to and evidence of achieving high standards.	E
The ability to build productive relationships with colleagues and students.	E
Enthusiasm, hard-work, integrity, flexibility and resilience.	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	E
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E
Motivation to work with children and young people.	E
Emotional resilience in working with young people.	E
Any relevant level 3 qualification	E
At least grade C or above in both GCSE Maths, English Science	