



## Job Description

<b>Post:</b>	<b>Senior Science Technician</b>
<b>Hours of work:</b>	<b>36 hours per week, Term Time only (39 weeks), plus INSET Days</b>
<b>Working pattern:</b>	<b>Monday to Thursday: 8.15am – 4.00pm and Friday: 8.15am – 3.45pm (30minute unpaid break)</b>
<b>Reporting to:</b>	<b>Faculty Leader Science</b>

### Job Purpose

The Senior Science Technician will be expected to conduct themselves in a professional manner at all times, maintaining discretion, tact and diplomacy. The postholder will undertake duties in support of teaching staff within the Science Faculty, ensuring the efficient, safe and effective operation of laboratories and preparation areas.

### Main Responsibilities

#### Leadership and Coordination:

- Coordinate the working hours and allocation of duties of the Science Technicians.
- Identify training needs and arrange appropriate professional development for the Science Technical Team.
- Support the Faculty Leader in matters relating to Health and Safety within the Faculty.

#### Preparation and Practical Support:

- Arrange, prepare, supply and collect materials and equipment for science lessons.
- Prepare and set up equipment and materials for practical lessons.
- Ensure all equipment and materials are cleared after lessons, including the safe cleaning of chemical spillages.
- Ensure laboratories are left clean and tidy, including surfaces, sinks and cupboards.
- Assist in the collation of worksheets and new schemes of work where required.

#### Health and Safety:

- Promote and maintain a safe working environment within the Science Faculty.
- Conduct periodic safety checks and maintain appropriate records and audits.
- Contribute to the preparation of risk assessments.
- Ensure safe storage, handling and disposal of chemicals in accordance with health and safety regulations.
- Undertake minor repairs to damaged equipment where appropriate.
- Be a trained First Aider.

#### Stock and Resource Management:

- Carry out annual stock checks of equipment, consumables and stationery.
- Maintain and monitor inventory records and stock control systems.
- Receive deliveries and ensure accurate recording and storage.
- Assist with daily resource management.
- Contribute to the general running and organisation of science preparation rooms.

**Professional Responsibilities:**

- Undertake any training relevant to the role as directed by the school.
- Review and develop own professional practice, including participation in annual performance review.
- Undertake any other duties reasonably requested by the Headteacher or Faculty Leader, commensurate with the role and grade.

**SAFEGUARDING**

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

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

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.**

Name: .....

Signature: .....

Date: .....