

GOSFORD HILL SCHOOL



JOB DESCRIPTION

Post Title:	Senior Science Technician
Accountable to:	Headteacher
Line Managed by:	Faculty Leader- Science
Start Date:	
Hours:	37 hrs/wk. 39 weeks 08.30-16.00 (Mon-Thurs) 08.30-15.30 (Fri) Including a 30 min unpaid lunch break
Salary:	LGPS Grade 7

JOB PURPOSE

To lead the running of the Science support staff and prep rooms and to ensure the maintenance of organisational and safety standards across the faculty.

OBJECTIVES

- Lead the technical support aspects of Science teaching and learning as directed by the Faculty Leader for Science.
- Providing efficient and high quality administrative support for the effective running of the faculty
- Line manage Faculty Technical Support Assistant and Science Technician

MAIN DUTIES

- Line manage the Science support staff in accordance with school policy
- Prepare classroom resources, setting out materials, equipment and components for practical lessons, ensuring a safe working environment, cleaning, storing and disposing safely of materials and equipment after use.
- Maintain the teaching rooms, ancillary rooms and storage spaces in a tidy and purposeful manner according to the requirements of the senior technician, with due regard to Health and Safety requirements.
- Keep up to date with changes to health and safety regulations, storage of chemicals in order to ensure safe storage and disposal of chemicals and equipment
- Undertake regular and elementary maintenance, care and minor repairs of tools, equipment and machinery as required.
- Keep accurate records and stock control, overseeing the ordering of resources and equipment and keeping accurate inventory records
- Maintain faculty records and ensure that administrative tasks are completed in liaison with the Faculty Leader

Possible areas of responsibility depending on knowledge and experience

- Construction of laboratory apparatus and equipment as required
- Preparation of chemical solutions
- Maintenance of data logging equipment
- Radiation protection supervisor
- Training staff on practical procedures effectively
- Caring for the Faculty's living creatures
- Development and maintenance of pond

Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line Management and Appraisal of: Faculty Technical Support Assistant
Science Technician

Last updated: December 2016

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation