**Bede Academy**



**SENIOR SCIENCE TECHNICIAN**

**Job Description**

The Senior Science Technician will responsible to the Head of Science for:

* + In consultation with the Head of Science, oversee and planning of the systems to manage science equipment and chemicals, to include:
  + Compiling and costing orders and sourcing the best suppliers.
  + Keeping track of total expenditure on scientific equipment and chemicals within each academic year.
  + Unpacking and verifying deliveries.
  + Setting up appropriate storage areas for equipment and chemicals with due regard to COSHH regulations, both in labs, the external chemical store, the store room and the prep room.
  + Monitoring stock levels and advising the Head of Science when replacements are required.
  + Ensuring that regular health and safety checks of science equipment, safety equipment, chemicals and radioactive sources are carried out following the schedule in the Department Health and Safety policy and that appropriate records are kept.
  + Setting up appropriate procedures for timely delivery and collection of equipment from labs and ensuring that all equipment is returned promptly to appropriate storage.
  + Ensuring best practice in the preparation of chemicals and other materials for use in lessons.
  + Managing the work of Science technicians as their line manager in consultation with the Head of Science and any other member of staff acting as an appraiser of science technicians, including:
  + Planning and provision of appropriate training and experience to ensure each technician can develop to their full potential in the contribution they can make to the running of the Science Department.
  + To the fullest extent possible, promoting a positive working atmosphere amongst the Science technicians.
  + Monitoring the work of Science technicians to ensure they are fulfilling their role effectively and in accordance with best practice in Health and Safety.
  + Managing the work of Science technicians to ensure efficient working together.
  + Keeping up to date with current Health and Safety regulations and best practices, ensuring that procedures for Science technicians are put in place to ensure they are followed.
  + As time allows, under the direction of the Head of Science, to provide technical assistance during lessons and in extracurricular activities, and to manage the contribution of other technicians in this regard.
  + Any other reasonable duties as required by the Principal.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

**Person Specification**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW MEASURED** |
| **QUALIFICATIONS** | * GCSEs 5 A\*-C including English, Mathematics and Science. | * A-levels or Level 3 BTEC in Science. * Relevant Degree in Science. | Application form |
| **EXPERIENCE** | * Working in a team. | * Experience of working in a laboratory environment or school. | Interview and Application form |
| **SKILLS, KNOWLEDGE AND APTITUDE** | * Communication skills (with staff, pupils and parents) * Ability to adapt to the needs of the department. * Organisational skills. | * Knowledge of Science in Education. * High degree of IT literacy * Commitment to personal professional development. | Interview and Application form |
| **MOTIVATION** |  | * Evidence of learning beyond the workplace. | Interview and Application form |