

SENIOR SCIENCE TECHNICIAN

JOB DESCRIPTION

Job Purpose

To take full responsibility for the provision of technician support to the Science Faculty and under the general direction of the Head of Science undertake the following duties and responsibilities.

Duties and Responsibilities

1. To organise the technician workload of the department, directing, planning and prioritising the work of other science technicians.
2. Assist/advise and supervise laboratory technicians and undertake training and general support.
3. To be the main point of contact for staff within the department in responding to their requirements and delegating work as required.
4. Responsible for the development and/or design of equipment for class practical work and teacher demonstrations and the assimilation of new technology, including information technology into the classroom.
5. To assume overall responsibility for the security and safe keeping of toxic/dangerous chemicals and compounds within the laboratory environment, being aware of their correct method of disposal transportation within the school environment, in accordance with all Health and Safety requirements.
6. To have full responsibility for maintaining adequate stock levels of consumables including associated administrative tasks (e.g. ordering, deliveries, maintaining records, providing reports and shopping where required).
7. To have full responsibility for ensuring compliance with all relevant Health and Safety standards in all working areas and that all equipment is safe before issue to pupils and staff or used by pupils and staff. To ensure that COSHH and any new Health and Safety regulations are adhered to.
8. Preparation and setting up of classroom experiments, demonstrations and equipment including new technology applications.
9. Clearing and storage of equipment and chemicals safely and demonstrations and/or experiments.
10. Preparation of specimens and solutions for use during classes and maintenance of teaching aids/worksheets.
11. General maintenance of all laboratories and ancillary rooms in a clean and tidy condition, including responsibility for ensuring that laboratories are left in a suitable state to facilitate general cleaning by cleaners.



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12. Undertake simple repairs and maintenance of equipment. Reporting the need for any major repairs or replacements.
13. Give advice on design and operation of experiments, and assist in the classrooms with pupils and demonstrations.
14. In liaison with the Head of Science undertake development work as and when required.
15. Attendance at all department meetings as the representative for the Technician's Team
16. And such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.

Supervision received

Supervising Officer: Within the day to day operation of the post and its responsibilities - Head of Science Department.

For all other issues – School Business Manager

Level of Supervision: Left to work within established guidelines subject to scrutiny by Supervisor.

Supervision Given Supervise Science Technicians

Blue Coat School operates a strictly non smoking policy.