**Job Title:** Senior Science Technician

**Grade:** B3

**Reporting to:** Director of Science

**Senior Science Technician Job Description:**

The successful candidate will work with Director of Science on all aspects of work within the Science Department. The post holder will be accountable for the management and supervision of the Science technicians and will work collaboratively with colleagues to ensure high quality technical support is provided to aid the effective delivery of the Science curriculum to our students.

**Main Duties:**

**Administrative and Organisational Tasks**

* Ensure the provision of a basic maintenance service to tools, appliances, apparatus and equipment.
* Construct models, equipment and apparatus.
* Ensure lessons have the required equipment and materials.
* Organise an effective stock control system.
* Assist with class practical work under the supervision of a member of the teaching staff.
* Organise the displays of materials, visual aids and pupils' work.
* Arrange for the photocopy and duplication of materials.
* Prepare and produce audio-visual materials as required.
* The preparation of stock solutions and replenishment of reagent bottles.
* Maintenance and supervision of aquaria, vivaria, animal and plant experiments.
* Organise suitable filing, office systems and stock.
* Operate relevant equipment and machinery.
* Carry out all duties in accordance with the School’s Equal Opportunities Policy.

## **Health & Safety**

* Ensure relevant Health & Safety instructions are followed.
* Complete appropriate Risk Assessments and ensure that the relevant Risk Assessment is available for specific lessons.
* Operate a system of visual checks each time a piece of equipment is used or provided for use.
* Provide for the safety and security of equipment, materials, apparatus, tools, appliances at the end of the school day.
* Safe disposal of chemical and biological waste.
* Maintain working areas to ensure a clean, safe and orderly environment. This includes cleaning, polishing and treating surfaces and fittings in working areas and ancillary rooms as necessary.
* Advise teaching staff on safety matters or potential problems with equipment.

**Working with Students, Staff and Others**

* Liaise with members of the technical support teams in providing an efficient service to the school.
* Work closely with the staff of the Science Curriculum Area.
* Comply with all academy policies and procedures including safeguarding, child protection, health, safety and security, reporting all concerns to the designated colleagues.

**Relationships with Parents and Wider Community**

* Establish good and effective links with the business sector and other agencies.

**Managing Own Performance and Development**

* Be accountable for your appraisal targets and assist in the appraisal of other staff if required.

**Managing Resources**

* Organise and maintain an inventory of materials, apparatus and equipment.
* Advise the Director of Science of staff and resource needs for the area of responsibility.
* Assist the Director of Science to ensure the effective and efficient management and organisation of resources.
* Ensure that there is a safe working and learning environment in which risks are properly assessed.
* Assist the Director of Science to formulate the area’s Strategic and Action plans and implement the processes by which they will be monitored and evaluated.
* Be accountable for the budget for the area.

**Specific responsibilities for which the post holder is directly accountable as delegated by the line manager or Principal commensurate with the scale.**

* Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes or demonstrations.
* Clear bench tops and fittings, eg drawers, cupboards, fume cupboards, in laboratories and ancillary room.
* To maintain a clean and tidy work environment.
* Prepare stock solutions and replenish re-agent bottles.
* Maintain and supervise aquaria, vivaria, animal and plant experiments.
* Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
* Maintain stock of necessary materials and any stock records required. Where necessary prepare orders for stock and materials required.
* Annually check and take stock of equipment and materials, updating the Inventory where necessary.
* Construct models and apparatus for use in the science area.
* Carry out first-line maintenance repairs to damaged apparatus.
* Undertake, in any department of the school, any science work appropriate to the grading and skills of the technician.
* As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
* Carrying out other jobs as required by the Principal.
* Photocopy student worksheets for schemes of work and science lessons.
* Photocopy and prepare student examinations and key assessment documents.
* Obtain materials as necessary through local purchase.
* Provide technical advice to technicians, teaching and non-teaching staff within the academy.
* Complete Risk Assessments for technician activities.
* Ensure that all specialist equipment is being used correctly and safely e.g. science fume cupboards.

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.