



Bentley Wood High School SENIOR SCIENCE LABORATORY TECHNICIAN (H5) JOB DESCRIPTION

Responsible to: Subject Leader of Science

Summary of Main Activities

To deliver a first class technical support system to science teaching staff. Assisting the teaching staff in the preparation of materials and equipment for use in the teaching of science subjects across Key Stages 3-5 as appropriate.

General points

- All post holders will have access to performance management systems and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organization and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of The Academy and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.

There is an expectation that all adults who work at Bentley Wood High School will:

- Create opportunities to support the school vision of ensuring every learner achieves their best.
- Have respect and care for students and adults alike.
- Set the highest possible standards and strive for excellence in all that we do.

Duties and responsibilities

- To ensure that statutory safety regulations and safe practice are complied with in all aspects of their work, and to be proactive in monitoring and ensuring compliance.
- To maintain utensils, equipment and consumables in good and safe condition, carrying out periodical checks as appropriate.
- To build and repair simple equipment where possible, and generally to maintain or manage the maintenance of equipment in general, including the arrangement for repairs to be carried out by school caretakers or third parties. This would include liaising with the premises department to arrange for alterations or repairs to be carried out in the science area.
- Cleaning of glassware and other equipment.
- Preparing chemical solutions accurately and safely.
- Ensuring appropriate storage of equipment, samples and chemicals, including radioactive and otherwise hazardous materials, and arranging for safe and legal disposal where appropriate.
- Routine care of plants (and animals, where necessary).

- Collection of equipment and materials from storage and their organisation for class use.
- Delivery of apparatus, equipment and materials to laboratories, retrieving after use and returning to store and disposing of non-hazardous waste as directed.
- Checking materials and equipment, before and after class use, for quality and damage.
- Maintenance of stock control systems.
- Responsibility for researching and placing equipment orders and for liaising with the finance department in respect of these.
- To maintain day-to-day orderliness of rooms and equipment with particular care to hygiene, health and safety.
- To prepare material for science lessons and examinations using appropriate equipment (e.g. photocopiers).
- Mounting displays, visual aids and students' work. Keeping the display boards attractive and up to date.
- To record/download programmes for use in the Science laboratories, and otherwise support the development of resources.
- To prepare demonstrations when required and to assist the subject teacher in the practical lessons.
- To try out basic practical activities and report results
- To supervise students occasionally when the teacher has to leave the room.
- To help organise lessons if teachers are absent.
- To use flexible time responsibly and to be punctual and maintain a high level of attendance.
- To seek actively opportunities for professional development and attend and undergo suitable training.

Senior post

In addition to the above, the senior science technician will have responsibility for the following:

- To report directly to the Subject Leader Science and support their role in the performance management of technical staff.
- Technical support deployment, line management and recruitment.
- Inter-discipline training for Technicians (Biology, Physics and Chemistry).
- Well being and development of technical staff.
- Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H.H.
- To have overall responsibility for ensuring that statutory safety regulations and safe practice are complied with in all aspects of their work, and to monitor and ensure compliance.
- To programme daily and weekly laboratory servicing, termly inspections and annual clean.
- Responsibility for science petty cash accounts.
- Oversight of inventory management, orders and disposal.
- Responsibility for keeping records of capitation and orders placed.
- Liaison with suppliers to obtain the highest quality for the best price.
- Ensuring thorough stock control and order systems are in place.
- Ensuring an up to date chemical database exists.

Other Duties

To be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Subject Leader for Science and/or the Headteacher in accordance with the changing needs of the school.