



Job Description SENIOR SCIENCE TECHNICIAN

Reports to: Head of Department, Science
Responsible for: Science Technician

Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

1. MAIN PURPOSE OF JOB

- Work with your line manager to assist the Headteacher and Governors in their duty to ensure the College meets its statutory and educational aims.
- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal opportunities, Confidentiality, SEN Code of Practice, as well as general staff procedures.
- Work with the Head of Science and science staff to provide comprehensive, practical, demonstration, assessment and examination support to science teachers, ensuring that timetable deadlines are met and all relevant safety procedures are adhered to as far as practically possible.
- To ensure the provision of excellent technical support services for the teaching of science.

2. MAIN RESPONSIBILITIES

- To establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.

Key Responsibilities	Activities that are Likely to be Carried Out	Suggested Frequency
Working closely with the Head of Science and teaching staff; the Senior Science Technician will: coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science	<ul style="list-style-type: none">• Preparation of resources, assembling apparatus.• Obtaining materials by local purchase.• Giving technical advice to teachers, technicians and students.	Daily Weekly Daily

curriculum, including liaising with teaching staff and support staff outside the department.	<ul style="list-style-type: none"> • Carrying out risk assessments for technicians and students • Assisting in practical classes and carrying out demonstrations. Assist the teaching staff in the preparation and running of science lessons and exams; including preparation of apparatus, chemical solutions etc., both for demonstrations and class use. • Ensure the appropriate care and maintenance of equipment (microscopes, electrical apparatus, audio-visual aids etc). Constructing new and repairing old when appropriate. • Organising repairs or specific maintenance when necessary through external contractors. • Be responsible for periodic checks on specific pieces of equipment and installations (e.g. autoclave, fume cupboards, electrical equipment and mains gas fittings as required by the LA. 	<p>Daily</p> <p>As required</p> <p>As required</p>
<p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> • Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources; • Keeping up to date with current procedures and practices through continuing professional development; • The provision of technical advice and support on health and safety issues to teaching and trainee technical staff; • The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards; • The health and safety storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> • Keeping up to date with health and safety requirements and with developments in practical science (Attending courses and reading publications) • Giving health and safety advice to technical staff, teachers and students. • Undertake a First Aid course (if not already qualified) for whole school first aid provision. • Organising, storing and checking the condition of chemicals and equipment. • Assisting with field trips and visits. • Be responsible for the disposal of chemical, radioactive and biological waste as required under COSHH. • In conjunction with the Head of Science to be responsible for the safety, welfare and in- service training of other technical staff in the department, with particular reference to Health and Safety at Work and COSHH regulations. 	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>Weekly</p> <p>As required</p>

	<ul style="list-style-type: none"> Disseminate information on safety matters or potential problems with equipment to other technicians and teachers. 	
To be responsible for the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.	<ul style="list-style-type: none"> Organising and supervising trainee technicians as required. 	Daily
To contribute to the design, maintenance of specialist resources and/or long-term projects.	<ul style="list-style-type: none"> Constructing and modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste. To liaise with specialist agencies. 	As required As required
To ensure the availability of suitable materials and equipments, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.	<ul style="list-style-type: none"> Checking and ordering stock. Keeping stock records. Maintaining resources: equipment and chemicals. Assisting with the movement of materials/subject resources, including text books. Maintain written and computerized inventories of equipment, apparatus and chemicals and stock checks of the above and stationery. Keeping records of invoices and stationery. Procure goods not available through bulk suppliers, e.g. local shopping and collecting live specimens of plants and animal organs. 	As required Annually As required As required
To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.	<p>Collecting, checking and returning equipment and textbooks to stores. Take responsibility for the cleaning of glassware and other equipment.</p> <ul style="list-style-type: none"> General laboratory cleaning of bench surfaces, laboratory sinks, fixed equipment and whiteboards. Cleaning and repair of equipment. 	Daily Daily

	<ul style="list-style-type: none"> Photocopying, laminating, collating and binding resources. 	Daily Daily
To contribute to the Science Department's preparation and presentation at Open Evening events.	<ul style="list-style-type: none"> Preparing resources and experiments for Open Evenings. Being present to support teachers and student on Open Evenings. 	Annually Annually

Leading and Managing people

- Lead by example and play a role in the development and management of the school
- Oversee the performance of duties and responsibilities of staff you line manage, as defined by their job descriptions
- Appreciate and support the role of other professionals
- Maintaining the productivity and efficiency of the team through appropriate supervision and delegation
- Provide regular supervision for those you line manage, coaching and mentoring staff to develop their knowledge
- Regularly reviewing the performance of members of your team, recognising effective practice and dealing with underperformance in line with College policies
- To be concerned for the welfare and staff development of those you line manage by:
 - Meeting regularly with those you line manage, and providing feedback to your own line manager
 - Encourage development of skills and strengths by assessing requirements for training/CPC according to staff performance, and implement as appropriate
 - Provide access to information
 - Define lines of communication
 - Provide and support induction of new staff
- Where relevant, dealing with conflicts and staff problems at an early stage, according to the College's relevant employment policies, and following policies regarding absence and sickness
- Develop a culture of collaboration and build an effective team of staff.

Performance Management

- Model high professional standards
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file).

3. OTHER DUTIES AND RESPONSIBILITIES

- To Undertake any other duties requested by the Head of Science, the Headteacher or Governors deemed by them appropriate to this position.

- This is a description of the main duties and responsibilities of the post at the date of production. This job description is not necessarily a comprehensive definition of the post. The duties may change over time as requirements and circumstances change. The job description will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.
- The person in the post may also have to carry out other duties as may be necessary from time to time.