

Leigh Academies Trust – Job Description

Title:	Senior Science Technician
Responsible to:	Director of Learning for Science

Job Purpose: To provide a coherent support system for the Science Department, maintaining and reviewing the work of the Science Technicians, and to be responsible for the training needs of the team and negotiating training with the Director of Learning for Science (DOL) and the College Principal. You will also be responsible for improving the technical support service by achieving targets as set out in the Technical Department Development Plan.

Key Tasks and Responsibilities:

- In consultation with DOL, manage time of the technician team so that designated targets are clear and achievable.
- Advising DOL on safety matters.
- Advising DOL on personnel matters.
- Participating in the recruitment of technician staff and induction of new technicians.
- Maintaining budget records, placing orders and checking deliveries.
- Monitoring all department spending and advise DOL of any action necessary.
- Preparing apparatus, materials and solutions and setting up checking/issuing equipment and apparatus for use in practical activities. Setting up, and on occasions carrying out demonstrations. Retrieving and clearing away apparatus, etc.
- Disposal of waste laboratory materials including chemical/microbiological/animal waste in accordance with established guidelines.
- Constructing and modifying apparatus. Co-operating with teaching staff in the development of apparatus and equipment for use in practical activities.
- Ensuring the maintenance of laboratory services and facilities, liaising with the school keeper as appropriate.
- Carrying out /arranging for the maintenance and repair of apparatus and equipment; keeping appropriate records.
- Organisation and storage of equipment, apparatus and materials (including chemicals) in accordance with statutory requirements.
- Setting up and maintaining science department resources including plant and animal collections.
- Ensuring stock levels maintained and stock checks carried out.
- Making local purchases for the department and keeping appropriate petty cash records.
- Participating in the development of practical activities including constructing apparatus, trialling practical work and providing feedback.
- Technical advice and assistance to teachers and students. Assisting in practical activities as appropriate.
- Duplicating and re-ordering bulk orders of worksheets central to the science courses.
- Ensuring that the department's technician service operates within departmental, school and statutory health and safety requirements.
- Liaison with other departments/support staff within the school, other establishments and agencies.

- Attend Open Evenings and similar functions in negotiation with the DOL.
- To do any other duties that can be reasonably expected.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date :
Employee

Signed : Date :
Line Manager