

SENIOR SCIENCE TECHNICIAN

JOB DESCRIPTION

Responsible to: Director of Science

Primary Tasks:

The following is a guide to the tasks expected; it is not exhaustive:

- Preparation and delivery of materials and equipment for practical lessons. Discuss and list requirements for each member of teaching staff, prepare and arrange materials & equipment in time for the beginning of lessons.
- Continual audit of renewable and non-renewable equipment and materials
- Maintaining resources, e.g., power packs, microscopes, ray boxes.
- Management of Health & Safety checks in all laboratories.
- Auditing stock, record keeping, ordering and checking deliveries of materials (in consultation Director of science)
- Up-dating & reconciling Excel spreadsheet budget
- Enquiries and routine communication with suppliers
- Organising and storing resources, materials and equipment.
- Store chemicals, equipment, plants and other resources safely.
- Ensure that the science rooms and equipment are kept clean and tidy and that safety regulations are met.
- Routine maintenance and cleaning of prep rooms, equipment and electricals, including the disposal of hazardous waste materials.
- Liaise with Science teaching staff and support staff as appropriate.
- Participate in the system of arranging class practicals and extra-curricular activities for Science by preparing Science materials, equipment and chemicals and by contributing to Risk Assessment as required.
- Supervision of & support for open evening.
- Carry out administrative tasks relevant to the work of the Science Department as required, including copying and filing resources, cover work.
- Participate in training as required and share good practice.
- To continue personal development as agreed in performance management
- To address the performance management targets set by the line manager
- To engage actively in the performance review process
- To oversee staff performance management and training and to maintain training records.
- Carry out any other reasonable task as directed by the Headteacher.

Personal Qualities and Skills

- Ability to work well in a large team and lead a small team
- Ability to communicate effectively with staff and students
- Ability to work flexibly and on own initiative
- Ability to prioritise own workload
- Excellent attention to detail and quality
- A good sense of humour
- Excellent organisational skills
- Excellent manual skills
- Sound IT skills (Word, Excel)

Education and experience

- Degree level education or equivalent in an area of science
- Appropriate Health & Safety knowledge and/or qualifications

PERSON SPECIFICATION

Experience	
<ul style="list-style-type: none">• Experience of working on own initiative and able to meet deadlines	Essential
<ul style="list-style-type: none">• Experience of working as a science/laboratory technician	Essential
Abilities and aptitudes	
<ul style="list-style-type: none">• Flexibility and ability to work as part of a team or independently when required	Essential
<ul style="list-style-type: none">• Ability to help and support science teachers in the classroom	Essential
<ul style="list-style-type: none">• Good Standard of literacy, numeracy and ICT, including basic administrative skills	Essential
<ul style="list-style-type: none">• Competence and confidence in using or learning to use science equipment	Essential
<ul style="list-style-type: none">• Ability to prepare material, practicals and teaching resources	Essential
<ul style="list-style-type: none">• Ability to communicate effectively at all levels and relate positively to staff and students	Essential
Education	
<ul style="list-style-type: none">• Good standard of education	Essential
<ul style="list-style-type: none">• Relevant post-16 science qualification	Desirable