**JOB DESCRIPTION**

**Senior Technician**

**Hours:** 23.25 hours a week

**Salary:** Point 31

**Responsible to:** Head of Faculty

The Senior Technician will also be a Technician in Charge.

**Duties and responsibilities.**

**Laboratories**

1. Give technical advice and assistance to teachers and sometimes students in matters of safety as appropriate.
2. Conform to Palmer’s Safety Policy by promoting a healthy and safe working environment.
3. Ensure the maintenance of laboratories and safety equipment in readiness for practical lessons.
4. Ensure the preparation and delivery of appropriate equipment and materials to the laboratories in support of the teaching staff.
5. Ensure the recovery, cleaning and sorting of equipment and materials including the cleaning of benches, dealing with any chemical spills and sorting electronic components.
6. Assist in the preparation of equipment required for any fieldwork / coursework.
7. Give technical support during practical lessons.
8. Assist with assessed practicals and project work.
9. Carry out gas and electrical testing as recommended.
10. Ensure that sinks and sink traps are cleaned and maintained.
11. Ensure annual safety / maintenance checks are carried out.
12. Liaise with site maintenance staff to ensure that laboratories are maintained to the highest possible standards.

**Resources**

1. Ensure that technicians carry out personal risk assessments for each practical.
2. Give support and advice to teachers and technicians with their risk assessments.
3. Ensure the maintenance of stocks of consumables, chemical, components and any livestock.
4. Ensure that routine in-house maintenance is carried out as appropriate, This may include the safe disposal of chemicals, maintenance of multimeters, dealing with biological hazards in accordance with Health and Safety guidelines,
5. Order (and if required collect from local sources) equipment, components, consumables, chemicals and any other items as required.
6. Store equipment, components, chemicals, consumables and all other items in line with Health and Safety guidelines.
7. Keep an inventory of all equipment and chemicals.
8. Supervise or arrange the repair and maintenance of equipment.
9. Ensure the disposal of resources in accordance with College procedures and health and safety legislation.
10. Supervise student loans of resources and loans to other institutions.
11. Check and work through assessed practicals as required.
12. Ensure that location books and Technicians Diagrams are kept up to date.
13. Ensure annual safety / maintenance checks are carried out.
14. Cost, order, unpack and check stock, check invoices and address any discrepancies. Deal with any returns.

**Leadership and Management**

1. Support, supervise and monitor the work of all technicians.
2. Co-ordinate technician cover in all departments.
3. Liaise with Head of Faculty and Curriculum Managers in order to ensure the safe and smooth running of practical work.
4. Carry out annual professional reviews of all science technicians.
5. Keep abreast of changes to health and safety advice and legislation as it pertains to practical science activities, and communicate changes to all concerned.
6. Arrange training for science technicians as required.
7. Plan and carry out induction of new technicians.

**Out of hours duties – voluntary with remuneration or time off in lieu.**

1. Attend and support teachers during College Open Evenings.
2. Attend field trips.

**Meetings**

1. Attend technician meetings and departmental team meetings.
2. Attend staff development days as relevant.

08/07/14