Senior

SENIOR SCIENCE TECHNICIAN

JOB DESCRIPTION

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| Line Managed by: | Head of Science |
| Line Manager for: | Lab Technicians x 3 |
| Salary: | NJC Scale 5 (pt range 12 -15) pro rata |
| Hours: | 36 hours - 39 weeks (term time only)  (Some out of hours working maybe necessary) |
| Annual Leave: | Taken within school closure periods only |
| Contract: | Permanent |

**Job Purpose**

* Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
* Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
* Coordinating the use and development of practical resources and facilities within the science department.
* The line management of all science technicians including their induction, training and performance management.
* Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

**Duties and responsibilities**

* Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

**Operational**

* They shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
* They shall organise and monitor the science technicians’ workloads to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately.
* They shall ensure that staff in the science department/s are aware of and comply with all health and safety requirements and other relevant regulations.
* They shall ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science faculty.
* They shall liaise with the head of science in order to put in place requirements for practical modules needed by exam boards.
* They shall ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
* They shall ensure the cleaning and maintenance of glassware, equipment and sinks.
* They shall, under the guidance of the head of science and her/his line manager, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
* Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
* Keeping up-to-date with current procedures and practices through continuing professional development.
* Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
* The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
* The safe storage and accessibility of equipment and materials.
* Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
* Monitoring, controlling and maintaining financial records of departmental expenditure.
* Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
* Undertaking the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
* They shall provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
* They shall carry out and update risk assessments in accordance with school policies.

**Personnel**

* They shall establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
* They shall identify the training needs of science technicians and organise appropriate development opportunities in discussion with her/his line manager.
* They shall complete science technicians’ appraisals, including the setting of appropriate targets.
* They shall maintain attendance and training records for science technicians.

**General**

* They shall attend school events as required.
* They shall attend relevant meetings and training sessions.
* They shall undertake first aid training and responsibilities as required.

*The job description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or responsibility in detail.*

*All Grey Court employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the School and its*

*students.*

*Job descriptions are subject to change because of the changing environment in*

*which the School operates.*