



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

T: 0161 368 5132 E: admin@alderchs.uk

Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Senior Science Technician
Grade	E (SCP 7-10)
Contract	36 hours per week, term time only
Actual salary	£23,334 - £25,304
Responsible to	Curriculum Leader for Science
Responsible for	N/A

Core Purpose

The core purpose of the role is to provide a specialist science technician support service to the Science department. The postholder will be responsible for and lead the other Science technician and together you will ensure the maintenance and effective operation of equipment and resources in the Science department. The Science technicians play a crucial role in supporting and directly improving our students' learning experiences by providing the equipment and resources so that they have excellent opportunities for learning.

Job Description

Support for the Science Department

- Use, store and disposal of hazardous substances in compliance with COSHH regulations and CLEAPPS advice.
- To implement, after appropriate training, Health & Safety policies and procedures.
- Preparation of materials and equipment for practical use in lessons, based on teacher requirements.
- To obtain either by purchase from local suppliers or from the local environment, various items for use in science practical lessons.
- Checking materials and equipment before and after use for losses/breakages.
- Cleaning and care of equipment and work areas.
- Carry out simple repairs of equipment as required.
- Assist in the classroom during practical activities as and when required.
- To manage ICT resources within the department.
- Preparing appropriate resources for examinations and investigations.
- Contribution to the planning and delivery of after-school clubs, if required.
- Administrative support including, photocopying, filing and data entry.
- Maintaining displays within the science department and wider school as required.
- To supervise stock checks and recording of stock on a database.
- Identify any chemical/equipment shortages throughout the year.
- To place orders for goods where necessary, receive, check, and safely store goods when delivered.
- Administering First Aid and reporting of incidents/accidents.
- To assist with providing work for absent staff within the department and liaise with supply teachers.

- To assist in the training of PGCE students on placement in the Science department by demonstrating practical work with appropriate equipment.
- To oversee the work of the other department technician.

Contribution to Whole School

- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and assist in the training and development of staff as appropriate.
- To actively promote the school's policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required.
- To carry out First Aid duties as required.
- Supervise students on visits, trips and out of school activities as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Maths, English and Science (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level or above in a science subject		X	A, C
First Aid at Work		X	A, C
Skills and Experience of:			
Working in a science laboratory preparing materials, apparatus and solutions.	X		A, I
Excellent ICT skills, especially Excel, Word and Outlook etc.	X		A, I, R
Excellent administration skills.		X	A, I, R
Ability to maintain stock levels and keep appropriate records for audit purposes.	X		A, I, R
Ability to carry out risk assessments and set up a range of practical activities.	X		A, I, R
Ability to deal with chemicals and waste material in accordance with appropriate guidance and legislation.	X		A, I, R
Knowledge and understanding of:			
Up-to-date Health and Safety legislation.	X		A, I
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	X		A, I
Basic science including COSHH and CLEAPPS.	X		A, I
National Curriculum for Science.		X	A, I
Personal Qualities:			
Flexible and adaptable in your approach to the job.	X		A, I, R
Able to work on your own initiative and to deadlines.	X		A, I, R
Able to develop positive relationships with staff and students.	X		A, I, R
Able to treat information confidentially.	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation.	X		A, I, R
A good team player.	X		A, I, R
Willing to participate in staff training.	X		A, I, R
Enthusiastic and committed.	X		A, I, R
Professional in your conduct.	X		A, I, R

Key

A – application form C – original certificates I - interview process R - references