



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head Science Technician
GRADE	Grade 6 (Range 18 – 20) Term Time plus 14 days (40.8 weeks per year) Monday to Friday 8.30am – 4.00pm (32.5 hours per week)
RESPONSIBLE TO	Head of Science
JOB PURPOSE	To support the teaching staff by undertaking a range of technician tasks designed to facilitate smooth and effective delivery of the science curriculum and to line manage and supervise the technicians within the Science Faculty.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

KEY TASKS

- Responsible, under the supervision of the Head of Science, for the ordering of materials and equipment which is necessary specifically for the teaching of Year 9 - 13 within the school in a subject area (Biology, Chemistry and Physics) in line with current schemes of work.
- Preparing and laying out of apparatus and materials necessary for the delivery of science, within the school. Maintenance and storage of such apparatus and materials. This may include the construction and repair of laboratory apparatus and planning and developing experiments under the direction of the Head of Faculty.
- Responsibility, to direct other Science laboratory technicians, for the general maintenance and operational efficiency of each laboratory or teaching space, including the care and maintenance of services, apparatus, stores, preparation areas and work surfaces, reporting the need for repairs to the Site Manager and notifying the Head of Science and relevant Head of Department as appropriate.
- The monitoring, recording and maintenance of equipment to meet the needs of the faculty.

- Requisitioning apparatus and materials to the standard appropriate to the courses delivered; receipt, recording and storage of apparatus and materials including materials requiring special care e.g. toxic, corrosive, inflammable materials, radioactive substances, all in line with faculty health and safety policies.
- Day to day management, communication, liaison and co-operation with all members of the science technician team in order to contribute to the continual improvement of science teaching at Drayton Manor. In particular, to co-ordinate the provision of apparatus for a subject area (Biology, Chemistry and Physics) and cross-discipline modular science teaching with the rest of the technician team.
- Maintaining preparation rooms, stores and the taking of all necessary precautions to avoid danger to persons or property and to wear a laboratory coat and other PPE in accordance with the policy of the faculty and the school.
- The setting up and first line maintenance of audio-visual aids used in conjunction with the rest of the technician team. Recording and cataloguing of audio-visual material.
- The maintenance and replenishment of resource banks, books and videos, used in the teaching of Science.
- Assistance in Science Faculty administration as necessary, including book collection, display work and preparation of Schemes of Work.
- Assistance in inputting data onto the Science database.
- The setting up and first line maintenance of ICT equipment used within the laboratories.
- Such other reasonable duties including reprographics as requested by the Head of Science, Head of Department of the KS Co-ordinator in line with the general scope of the post.
- Ordering, stocking and distributing materials and stationery.
- Portable Appliance Testing.
- Health and Safety record maintenance.
- Maintenance of chemical inventory and stock control for the Science Faculty.
- To cover for other technicians in cases of absence, as far as knowledge allows.
- To organise the distribution of cover work to relevant classes during staff absence and to be in school from 8:30 to account for and organise any staff absences.

- To assess, maintain and replenish the school science laboratories and equipment during the school term and during the school holidays where previous dates have been arranged.
- To lead on Health and Safety training and procedures for technicians to comply with COSHH procedures and Health and Safety legislation.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.
- To assist in lessons as appropriate.
- To contribute to the wider life of the school throughout enrichment activities.