



Job Description	Science Senior Technician
Responsible to	Head of Science

Main Purpose

To provide support for a practical science curriculum at Aiglon College that delivers high levels of student attainment and engagement in science

Job Summary

Science laboratory technicians work closely with the Head of Science and the science teaching staff to ensure the practical science curriculum is able to be delivered efficiently and safely at all times. This mainly involves the preparation of practical materials for lessons and the clearing of practical materials after lessons. In consultation with the Head of Science, Heads of Department and the teaching staff the technician will ensure that facilities are maintained and that preparation for class work is completed in a timely manner. Along with science teaching staff the technician will monitor work spaces and environment to identify and refer any maintenance issues. As requested by the relevant budget holder, senior technicians will assist with the ordering and purchasing of materials and equipment.

The key responsibilities of this role are:

1. To coordinate the use of practical resources and provide assistance and advice in the practical needs of the science curriculum.
2. To ensure and promote the maintenance of a healthy & safe working environment in science.
3. To take a lead role with the day-to-day organisation and development of technical staff to ensure that essential performance standards are achieved.
4. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
5. To take a lead role in ensuring the availability of suitable materials and equipment
6. To take a lead role in ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
7. To take a lead role in a subject area.

Core Activities for each responsibility. (this should be considered as examples of common tasks rather than an exhaustive list of all possible duties)

1. To coordinate the use of practical resources:
 - Preparation of resources.
 - Delivery of resources to teaching laboratories
 - Assembling apparatus for teacher demonstration or student experiments
 - Obtaining materials by local purchase.
 - Giving technical advice to teachers, technicians and pupils / students. (as required)
 - Carrying out risk assessments for technician activities.
 - Assisting in practical classes & carrying out demonstrations.(as required)
2. To ensure and promote the maintenance of a healthy & safe working environment
 - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health & safety issues to teaching and technical staff
 - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards
 - the healthy & safe storage and accessibility of equipment and materials
 - ensuring the routine checking of laboratory equipment is up to date: fume cupboards, pressure vessels, first-aid kits; electrical equipment & other safety checks
 - organising, storing and checking the condition of chemicals and equipment
 - attending department meetings (as necessary but at a minimum the start of term science faculty meeting)
3. To take a lead role with the day-to-day organisation and development of technical staff to ensure that essential performance standards are achieved.
 - organising and supervising trainee technicians as required
 - training and arranging for training of technical staff as required
 - assisting with the day to day induction of newly employed technicians
4. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
 - designing, constructing and modifying apparatus.
 - setting up and caring for plant and animal collections (as necessary)
 - preparing standard solutions (i.e. to quantitative volumetric standard), purifying chemicals, treating waste.
 - providing technical and practical support to students doing extended investigation work in science e.g. Discovery projects, IB IAs and Group 4 project.

5. To take a lead role in ensuring the availability of suitable materials and equipment
 - checking stock
 - ordering stock
 - keeping stock records
 - maintaining resources so they are ready to be used in practical science activities
6. To take a lead role in ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
 - collecting, checking and returning equipment to stores
 - laboratory cleaning of bench surfaces and fixed equipment which is beyond the scope of a non scientifically trained member of the cleaning team
 - general cleaning and repair of equipment
 - the science faculty laboratory checklist provides further detail of the tasks required
7. To take a lead role in a subject area.
 - To be the lead technician support the delivery of biology practical work

Other points:

- This is a full time appointment, 40 hours per week, 8 hours per day, 36 working weeks per year (plus holiday entitlement - to be taken during the school holidays)
- The senior technician is consulting with the Head of Science and the other technicians ensure that there is continuous technician support provided from 8 am to 4.15 pm. Lunch breaks should be staggered to ensure continued support during periods 5a and 5b.
- The senior technician should be available for 5 working days outside the normal 35 school teaching weeks. This would be three days before the start of the Autumn Term and one day before the start of the Winter and Summer Terms. This should include staff INSET days which at Aiglon generally include the Saturday before term begins.