

Lead science technician



The Queen Katherine School Job Profile

Post title: Lead Science Technician

Job purpose:

To have the oversight of the science technician team and ensure that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.

Accountabilities/Duties:

- Establish and maintain good relationships with colleagues, students and other professionals.
- Co-ordinate the use and development of practical resources and facilities within the science department.
- Establish and maintain clear and consistent systems and ways of working for the Science Technician team.
- In co-ordination with the head of faculty, organise and monitor the science technicians' workloads to meet departmental needs, including cover for absences and delegating tasks appropriately.
- Undertake annual appraisals and mid-term reviews with the Science Technicians.
- Ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department.
- Ensure efficient stock management, ordering and cost effective procurement.
- Responsible for managing expenditure in line with budgets and accurately maintaining financial records.
- Keep up to date with current procedures and practices through continuing professional development.
- Co-ordinate the ongoing training of all science technicians including their induction.
- Ensure that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.
- Ensure that staff in the science department are aware of and comply with all health and safety requirements and other relevant regulations.
- Carry out and update risk assessments in accordance with school policies.
- Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition in order to maintain a safe and stimulating learning environment for students.
- Take responsibility for overall stock control, compiling orders for the head of faculty, negotiating with suppliers, maintaining records of deliveries and ensuring the availability of suitable materials.
- Take the lead role on checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment in a safe and secure manner.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with laboratory demonstrations on how to use equipment and provide technical support to students and teachers, including health and safety advice to ensure that correct procedures are adhered to at all times.
- Safe treatment and disposal of hazardous substances.
- Involvement in STEM club for students with a special interest in Science. Clubs will run during student lunch period or after school.
- Co-ordinate the putting up and maintenance of corridor displays within the department.

Key relationships:

Science Teaching staff

Science Technician Colleagues

Students

Other Teaching staff

Working environment:

Science laboratories and prep rooms within the science department are spread across the lower and upper school and situated across 3 floors, meaning equipment has to be moved across the site.



The Queen Katherine School Person Specification

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	Essential	Desirable
Qualifications/ Competencies	<p>Willing to undertake relevant training, to learn new skills and update existing knowledge</p> <p>GCSE or A level science qualification/s</p> <p>Good level of literacy and numeracy</p>	Higher level science qualifications
Experience	<p>Working in a team and on own initiative</p> <p>Experience in science technical support or a science background</p>	<p>Experience of staff supervision</p> <p>Experience of working in an educational setting</p> <p>ICT Experience</p>
Knowledge	Able to demonstrate an understanding of the importance of health and safety	<p>Confident in using technical scientific equipment</p> <p>Up to date knowledge of Health and Safety, risk assessments and COSHH</p> <p>Working knowledge of the National Curriculum</p>
Skills	<p>Care and attention to detail with a conscientious and methodical approach to work</p> <p>Good organisational skills and personal time management</p> <p>Ability to work under pressure, prioritize tasks and work to deadlines</p> <p>Ability to multi-task</p> <p>Competent ICT user</p>	A practical and hands on attitude
Personal Skills	<p>Genuine interest in working with young people</p> <p>Good communication skills and confidence to work with colleagues and students</p>	Willingness to undertake training as and when required