**GOSFORD HILL SCHOOL**

**JOB DESCRIPTION**

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| **Post Title:** | Senior Science Technician |
| **Accountable to:** | Headteacher |
| **Line Managed by:** | Faculty Leader- Science |
| **Start Date:** |  |
| **Hours:** | 34.5 hrs/wk. 39 weeks08.30-16.00 (Mon-Thurs)08.30-15.30 (Fri)Including a 30 min unpaid lunch break |
| **Salary:** | LGPS Grade 7 |

**JOB PURPOSE**

To lead the running of the Science support staff and prep rooms and to ensure the maintenance of organisational and safety standards across the faculty**.**

**OBJECTIVES**

* Lead the technical support aspects of Science teaching and learning as directed by the Faculty Leader for Science.
* Providing efficient and high quality administrative support for the effective running of the faculty
* Line manage Faculty Technical Support Assistant and Science Technician

**MAIN DUTIES**

* Line manage the Science support staff in accordance with school policy
* Prepare classroom resources, setting out materials, equipment and components for practical lessons, ensuring a safe working environment, cleaning, storing and disposing safely of materials and equipment after use.
* Maintain the teaching rooms, ancillary rooms and storage spaces in a tidy and purposeful manner according to the requirements of the senior technician, with due regard to Health and Safety requirements.
* Keep up to date with changes to health and safety regulations, storage of chemicals in order to ensure safe storage and disposal of chemicals and equipment
* Undertake regular and elementary maintenance, care and minor repairs of tools, equipment and machinery as required.
* Keep accurate records and stock control, overseeing the ordering of resources and equipment and keeping accurate inventory records
* Maintain faculty records and ensure that administrative tasks are completed in liaison with the Faculty Leader

***Possible areas of responsibility depending on knowledge and experience***

* Construction of laboratory apparatus and equipment as required
* Preparation of chemical solutions
* Maintenance of data logging equipment
* Radiation protection supervisor
* Training staff on practical procedures effectively
* Caring for the Faculty’s living creatures
* Development and maintenance of pond

#### **Support for the School:**

* Where appropriate, attend regular whole school and team meetings
* Undertake appraisal, training and mentoring
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the School.
* To flexibly work with the Line Manager concerning work time arrangements

**Health and safety responsibilities:**

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

* To be part of and promote a positive and pro-active health and safety culture;
* Undertake necessary health and safety training;
* Ensure you are familiar and comply with the School’s health and safety policies and procedures;
* Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
* Follow all appropriate safety instructions and use safety equipment provided;
* Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
* Support your line manager in the delivery of good health and safety practice and the minimising of risks;
* Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
* Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line Management and Appraisal of: Faculty Technical Support Assistant

 Science Technician

Last updated: June 2019

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senor Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duress of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation