

	<p>LEA VALLEY ACADEMY</p> <p>JOB DESCRIPTION</p>
<p>Date:</p>	<p>September 2023</p>

Senior Science Technician

Grade: Salary Scale 6

Contracted times: 36 hours per week, 41 weeks per year - (term time plus 2 additional weeks). Some duties to be completed out of hours

Responsible to: Head of Science, ultimately the Headteacher

RESPONSIBILITIES:

1. To organise, deliver and develop technical services to the Science Department in order to support the teaching of a range of science subjects.
2. To supervise other science technicians, giving advice, setting standards and ensuring that these are maintained.

DUTIES:

1. To maintain the delivery of Technical Services to the Science Department, including:
 - a. To prepare and set up equipment and materials ready for its use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.
 - b. To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work.
 - c. To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
 - d. To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required.
 - e. To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
 - f. To monitor levels of stock and re-order stock as appropriate.
 - g. To assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations.

- h. To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements.
 - i. To assist teaching staff with the general running of practical work sessions in a non-teaching capacity.
 - j. To keep up-to-date with curriculum developments within the areas of responsibility.
 - k. To take the lead for the Health and Safety policy of the whole school as part of the Health and Safety team.
 - l. To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school. documentation and keep records of checks carried out by all departmental staff.
 - m. To clean and make safe spills, breakages and related incidents that require careful handling.
 - n. To report any hazards immediately to the facilities management team to ensure the health and safety of staff and students is maintained at all times.
 - o. To ensure all laboratories are clear at the end of each school day and are prepared ready for lessons the following day.
 - p. To ensure that appropriate records are kept of ordering of equipment, stationery and books when required.
2. To provide supervision and guidance to the other science technicians within the department, including:
- a. Ensuring the efficient deployment of science technicians throughout the department in order to provide an effective service to teaching staff.
 - b. Providing advice and guidance to other science technicians within the department.
 - c. Setting work and standards of work for the other science technicians.
 - d. Monitoring the standards and quality of work of the technicians to ensure support is of a high standard.
 - e. Reporting any difficulties to the Head of Science Faculty, as appropriate.
3. Other general responsibilities:-
- a. To attend departmental meetings when requested by the Director of Subject for Science.
 - b. To participate in training courses as required.
 - c. To understand and comply with school policies.
 - d. To prepare display material as requested and maintain interesting and stimulating displays in all science areas.

This job description is not exhaustive as the Senior Science Technician and is required to do all that is reasonably required as part of the team that leads and manages the Science Faculty.

Lea Valley Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.