



## PROFILE OF SENIOR SCIENCE TECHNICIAN

Full time 36 hours per week for 42 weeks per year

Scale: Bexley 8.1 - 8.4

Salary: £24,267-£26,541 pro rata £22,281-£24,369 (if over 5 years' service £22,678-£24,803)

### ***Person Specification***

- Have an appropriate Science qualification and/or significant working background in the field of Science
- Be able to support with all science subjects including GCSE and A level Physics and Chemistry
- Be a good team player
- Have a good standard of education
- Competent in the use of ICT
- Have the ability to communicate well to a wide variety of people both orally and in writing
- Be able to demonstrate that he or she can work well under pressure
- Be highly motivated, prepared to take initiative and have the ability to work flexibly and independently as well as co-operatively with a variety of adults and young people
- Be able to relate to young people in an understanding and positive way
- A willingness to undergo training
- Have an excellent health record

### ***Requirements of the Post***

The Senior Science Technician has an important role in the day to day running of our large Science Department and will lead a team of 3 science technicians with duties including:

- Responsible to the Head of Science/Head of Biology for the organisation and management of the science department.
- Working closely with the Head of Physics and Chemistry and other science staff in providing both expertise technical advice and support.
- To prepare resource materials for lessons with due regard for the safe handling and storage of all materials used.
- Setting up equipment for experiments and practical lessons, testing and maintaining apparatus and electrical equipment to ensure they are in good working order.
- Maintain filing system for Schemes of Work to be used the following year, with written notes/comments of any ways to improve the lessons.
- To clear laboratories at the end of each lesson, wash up utensils and store resources safely and efficiently.
- To dispose of contaminated microbiological waste (Biohazard Waste) safely, according to appropriate regulations.
- To work closely with the radiation protection supervisor for the testing, storage, deployment and disposal of radioactive materials and sources.
- To work closely with the Head of Subjects to ensure that all adequate risk assessments are in place.
- To set up, test and advise on practical examinations and assist in the examination when required.
- To maintain preparation rooms, laboratories and store rooms, ensuring that they meet Health and Safety requirements.
- The care of plant life and animals within the Department.
- Report any breakages, replacement equipment required, to HOD.
- Report any Health and Safety issues to the Head of Science and Facilities Manager.
- In liaison with the Head of Department, order chemicals, supplies, text books and equipment, including supplies of perishable goods when appropriate.
- Ensure all new text books are stamped with the school stamp and recorded.



- Assist Department staff with the recording of, handing out and collection of text books and equipment at the start and end of each year. List and report any unreturned items to the School Office for invoicing.
- Responsibility for maintaining the department asset register and loans book
- To place and follow up orders, checking deliveries and keeping financial records as advised by the Head of Science
- To appraise the team of science technicians, identify training needs and seek/deploy appropriate training.
- Ensure maintenance of stock to meet requirements and appropriate annual stock taking.
- Photocopying as required.
- Cover for absence of other science technicians.
- Organising and distributing cover for teacher's absence.

### ***All Staff***

- To promote equal opportunities in the School
- To promote a single school ethos
- To promote the School commitment to the Continual Professional Development of all staff
- To undertake any duties as may reasonably be required by the Headteacher