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| JOB DESCRIPTION | | |  |
| **Service/Sub-Divison:** | | |  |
| **JOB TITLE:** Senior Science Technician | | | Haven High Academy |
| **GRADE: 6** | | | |
| **REPORTS TO**  Head of Faculty | | | |
| **1.** | **PURPOSE OF JOB:**  To oversee and manage the technical support throughout the Science faculty | | |
| **2.** | **MAIN RESPONSIBILITIES, TASKS & DUTIES** | | |
|  | i. | To be aware of and implement current Health and Safety requirements in the Science faculty ensuring that safety standards are understood, met and maintained by those employees and students who are working with technical equipment | |
|  | ii. | Take responsibility for COSHH, Hazcards and CLEAPPS and carry out risk assessments as appropriate for technician activities (including new products) and on request carry out risk assessments for classroom activities | |
|  | iii. | Support and ensure ongoing training in the use of equipment and apparatus for staff and students | |
|  | iv. | Construct, service and repair equipment as required | |
|  | v. | Oversee inventories of stock and breakages and order science equipment and resources when required | |
|  | vi. | Evaluate arrangements and implement systems for meeting the needs of science practical work | |
|  | vii. | Clean and tidy up after practical sessions | |

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| **3.** | **MANAGEMENT OF PEOPLE**  **SUPERVISION OF PEOPLE**  Responsible for organisation and supervision of Science Technician and Apprentice | | | |
| **4.** | **CREATIVITY AND INNOVATION**  Postholder will use creative skills for example when reviewing policies and procedures and recommending efficient, effective use of new and existing resources  Postholder will also be required to use creative skills when constructing equipment for use in practical exercises | | | |
| **5.** | **CONTACTS AND RELATIONSHIPS**  Day to day contact with school staff and students advising on use/availability of equipment and providing health and safety guidance | | | |
| **6.** | **DECISIONS** | | | |
|  | a) **Discretion**  Postholder has discretion to organise and allocate work of staff managed  Make recommendations of appropriate use of resources | | | |
|  | b) **Consequences**  Impact would be on students and school and remain local. Consequences should be quickly identified and remedied | | | |
| **7.** | **RESOURCES**  Responsible for care and safe keeping of equipment and chemicals | | | |
| **8.** | **WORK ENVIRONMENT** | | | |
|  | a) **Work Demands**  Postholder’s routine may be varied and subject to interruption, however this should not impact on overall completion of tasks | | | |
|  | b) **Physical Demands**  Regularly moving and handling equipment | | | |
|  | c) **Working Conditions**  Work is normally carried out in a science classroom or preparation area, which should be well lit and ventilated. Exposure to potentially toxic, corrosive and harmful chemicals | | | |
|  | d) **Work Context**  Required to work with chemicals and cleaning materials | | | |
| **9.** | **KNOWLEDGE AND SKILLS**  Minimum of 2 years previous experience of working within school laboratories  Knowledge of COSHH/Risk Assessment/H&S issues  NVQ3 /BTEC or equivalent | | | |
| **10.** | **GENERAL** | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | | | | |
| **Equal Opportunities -** The postholder is required to carry out the duties in accordance with Equal Opportunities policy | | | | |
| **Health and Safety -** The postholder is required to carry out the duties in accordance with Health and Safety policies and procedures. | | | | |
| |  | | --- | | **All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.** | | | | | |
|  | | Name: | Signature: | Date: |
| Job Description written by:  [Manager] | | ....................…………. | ....................……… | ..................... |
| Job Description agreed by:  [Postholder] | | ....................………… | ....................……… | ..................... |