

## JOB DESCRIPTION

Job Title
Senior Science Technician
Salary Range
Grade G (19-22)
Line Manager
Head of Department
Base Location
School Based
Line Management Responsibility
Purpose of Role
<ul style="list-style-type: none"> <li>To support the Head of Department with the organisation and Health &amp; Safety, of the working environment within the Science laboratories and Technician rooms at the Secondary schools. To support with the delegation of tasks to the other Technicians within the faculty and support their development.</li> <li>To assist in the planning and preparation of practical teaching in the Science department. To work as part of a professional team to support teaching and learning, and provide practical and administrative support to the science department at both schools.</li> <li>To support and highlight Health &amp; Safety issues within the Science Department, extending to Technology and Art when required.</li> </ul>
Key Accountabilities
<ul style="list-style-type: none"> <li>To assist in the forward planning of the department with regard to budget, inventory, training and management, ensuring materials, equipment and documentation for practical lessons are ready in a timely manner.</li> <li>Sourcing materials, equipment and documentation by completing the necessary paperwork for finance.</li> <li>Play a key role in assisting the Head of the Department in monitoring and planning the budget.</li> </ul>

- Delegate tasks to the Technicians by planning and coordinating their workloads across the two sites taking into account outstanding tasks, travel time across sites, expense and time-sensitive requests from teaching staff.
- Train and update Technicians on the latest CLEAPSS guidelines and arrange training if necessary.
- Assist and advise the Head of the Department on training sessions for new teaching staff within the department to ensure compliance with Health & Safety and other relevant policies.
- Provide recommendations and advice on relevant training courses for existing teaching staff to the Head of Department
- Contribute and advise on the planning and implementation of systems, policies and procedures for both Secondary Science departments.
- Attend and participate in relevant meetings as appropriate.
- Undertake and advise on risk assessments when required within the science department, maintaining the necessary records and files in line with policy and compliance standards.
- Support the Head of Department to introduce new and trainee Teachers and Technician staff on processes for ordering practical's, relevant health and safety procedures and policies for the Science departments.
- Provide advice on and assist staff with the set up of practical class work, taking into consideration relevant Health & Safety policies.
- To promote and ensure the health and safety and good behaviour of students at all times.
- Responsible for organising and storing equipment and chemicals, rearranging planning and adaptations to the organisation of equipment. D
- Support the Head of Department with the delegation and allocation of weekly practical preparations tasks to Technicians within the department or Site Team.
- Maintenance of laboratories and preparation rooms, ensuring a clean, safe and orderly environment.
- Keep records relating to maintenance within science.
- Advise Science teachers on safety matters or potential challenges with equipment or practical's, as well as offering accurate and up-to-date advice on policies regarding equipment and practical experiments.
- Updating any new CLEAPSS or COSHH requirements.
- Support the Head of Department with the creation and maintenance of the Science inventory of materials, chemicals and equipment.
- Undertake routine administration tasks with regards to inventory, placing orders, contacting suppliers and checking deliveries, delegating such tasks when necessary.
- Routinely liaise with the Head of the Department on budgeting.
- Routine filing for items such as student exam papers and resources.
- Duplicating, printing and photocopying materials for applicable policies as required.
- Mounting or delegating the mounting of displays of materials, visual aids and pupils' work.

- To support, delegate or undertake other tasks that may be requested by the Head of Science from time to time commensurate with the grade of the post.
- Construction or delegation of the construction of apparatus using basic and advanced laboratory techniques as well as maintaining an understanding of the construction and operation of said apparatus.
- Supports with the preparation, or delegation of the preparation, of chemical solutions as required taking into account relevant health and safety policies relating to the creation, usage, storage and disposal of said chemical solutions.
- To ensure that the Technician team have the skills and resources required to complete their tasks.
- Collection of equipment and materials from storage and their organisation for class use.
- Preparation of equipment and materials for KS3, KS4 and KS5 for demonstration and class use.
- If required and requested, may write up practical learning material documents for KS3 & KS4 with lists of apparatus and related material such as practical methodology, health and safety in the form of WorkSheets or other such learning material for KS3 & KS4 Classes.
- Checking materials and equipment before and after use for quantity and damage.
- Cleaning of glassware and other specialised laboratory equipment.
- Support the Head of Department with the organisation of rolling programs, prioritising and organising work.
- Adherence to basic animal welfare standards as well as an understanding of school ethical values and policy regarding animal welfare.
- To utilise word processing, the use of spreadsheets, sending emails and other computer systems and data-logging equipment for duties as well as delegating the use of such data-logging equipment and software as required.
- Maintenance of designated workplace areas is defined as part of the Science facility in both sites to provide a clean, orderly working environment as well as delegation of tasks required for the maintenance of such sites.

#### **Knowledge and Experience**

- Understanding of budget management within the Science Department.
- Up-to-date knowledge of the developments within the curriculum
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality.
- The post-holder will hold relevant qualifications to be responsible for CLEAPSS advice and guidance and maintaining health and safety within Science to include the safe storage and disposal of chemicals and other hazardous materials.
- Coordinating team troubleshooting relating to issues encountered utilising software, computer hardware or in general practice and sourcing solutions via knowledge bases.

### Personal Qualities

- Will be an effective role model for the standards of behaviour expected of students.
- Can contribute to the overall ethos/work/aims of the school.
- Has the ability to work strategically and respond independently to unexpected problems and situations.
- Can recognise own strengths and areas of expertise and use these to advise and support others.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

### Expected Outcomes

- The operation, routine maintenance, servicing and testing of laboratory equipment.
- The organisation of repairs or specific maintenance when necessary.
- Safe disposal of chemical and biological waste.
- Liaise with external contractors
- Attend and participate in regular meetings.
- Care for audio-visual equipment and associated aids.
- Care for plants and animals kept in the science department.
- Will appropriately report all concerns to an appropriate person.
- Display safety notices on equipment or as posters as required.
- Participate in training and other learning activities and performance management as Required.
- Participation in schemes of assessment, and professional development
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.

- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.