

Job Description

Post Title : Senior Science Technician - Science

Responsible to : Team Leader: Science

Salary: Grade 6 / Point 18-20

Terms of Contract : 44 weeks per year +3 days

OVERALL RESPONSIBILITY

1. To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

- Preparation of resources, assembling apparatus, handling and using chemicals and other laboratory equipment.
- Obtaining materials by local purchase.
- Giving technical advice to teachers, technicians and students.
- Carrying out risk assessments for technician activities and experiments.
- Assisting in practical classes & carrying out demonstrations.
- To undertake the preparation and photocopying of documents and teaching materials when required, including laminating and cutting out card sorts and other similar resources.

2. To support the Team Leader for Science in the implementation of the curriculum, including by:

- Organising teaching materials
- Maintaining and updating display boards, notice boards and posters within the department
- Preparing and reproducing resources and materials as required.
- Supporting Teaching & Learning activities within the classroom as directed by the Team Leader
- Attending school trips off site where required

3. Implementation and dissemination of all appropriate H&S legislation and guidance with respect to science education, including C.O.S.H.H.

4. To ensure the maintenance of a healthy & safe working environment through:

- Maintaining storage facilities for all equipment and chemicals in accordance with the regulations and procedures.
- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;
- Keeping up to date with current procedures and practices through continuing professional development;
- The provision of technical advice and support on health & safety issues to teaching and other technical staff, including any trainees
- The safe treatment & disposal of used materials including hazardous

- substances and responding to actual or potential hazards;
 - Dealing with spillages and other accidents according to the relevant regulations and instructions.
 - Administering first aid to students and staff as required.
 - The healthy & safe storage and accessibility of equipment and materials.
5. To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
- Checking stock, ordering.
 - Keeping stock records.
 - Maintaining resources.
 - To place orders as necessary.
6. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.
- Collecting, checking and returning equipment to stores.
 - General laboratory cleaning of bench surfaces and fixed equipment.
 - Cleaning and repair of equipment.
 - Maintaining a computerised inventory of equipment, apparatus and chemicals.
7. Where possible, to carry out minor repairs to equipment, or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment.
8. To contribute to the Science Department's preparation and presentation at Open Evening events.
9. To attend Science department meetings and act as a liaison between teaching staff and technicians.
10. To be responsible for induction, supervision, training and safety.
11. To oversee the work of all Science Technician/s and to ensure they are meeting health and safety standards at all times.
12. To report health and safety concerns and potential hazards in a timely manner.
13. To care for animals and plants in the Science area.
14. To perform, in accordance with any directions, duties which may reasonably be given to you by the Headteacher from time to time.

PERSON SPECIFICATION

Selection Criteria

EXPERIENCE

1. Experience of providing technical support
2. Competent in the use of common software packages such as Microsoft Word, Excel and PowerPoint
3. A background in science

SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to prepare technical materials and equipment, to prepare chemical solutions and basic laboratory equipment.
2. Ability to work in an organised and methodical manner, to identify work priorities and manage own workload.
3. Ability and willingness to work flexibly and as part of a team.
4. Ability to adapt to both varying tasks and those of a routine nature.
5. Proven record of effective implementation of and strong commitment to equal opportunities.
6. Good written and oral communication skills, with the proven ability to communicate effectively with people from a variety of backgrounds.
7. Ability to support teaching and learning activities in the classroom.
8. Knowledge of COSHH/Health and Safety regulations or willingness to learn these.
9. Ability to relate sensitively and appropriately to staff, students and others.
10. Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary.

QUALIFICATIONS

1. GCSE grade C / 4 or 'O' Level pass or equivalent in Maths, English and Science.
2. A Level or equivalent Level 3 Science based qualification is desirable.
3. Basic Health and Safety certificate or equivalent or willingness to be trained to do so.
4. First Aid qualification or willingness to be trained to carry out basic first aid.