



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head Technician – Science
GRADE	Grade 6 - Points 18 – 20 (FTE £33,060 – £34,098) (Pay Award Pending) Term Time plus 14 days (40.8 weeks per year) Monday to Friday 8.30am – 4.00pm (32.5 hours per week)
RESPONSIBLE TO	Head of Science and Head of Department
JOB PURPOSE	To support the teaching staff by undertaking a range of technician tasks designed to facilitate smooth and effective delivery of the science curriculum and to lead and line manage the technicians within the Science Faculty.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- Responsible for leadership of the science laboratory technician team.
- Responsible, under the supervision of the Head of Science, for managing a budget and ordering the materials and equipment required for the teaching of science within the school.
- Preparing, laying out and clearing away apparatus and materials necessary for the delivery of science lessons within the school.
- Maintenance, cleaning, safe storage and stock-taking of apparatus, stationery, materials and chemicals, including materials requiring special care e.g. toxic, corrosive, inflammable materials and radioactive substances, in line with Health and Safety policy and guidance. This may include the construction and repair of laboratory apparatus.
- Planning and development of experiments, including necessary research, under the direction of the Head of Faculty/Head of Department.
- Ensuring high standards of maintenance and operational efficiency of each laboratory/teaching space, preparation room and storage area. General care and maintenance of these areas (including work surfaces and sinks) is the responsibility

of the laboratory technicians. Other repairs, cleaning or maintenance issues must be reported to the Site Manager and the Head of Science/relevant Head of Department notified as appropriate.

- Day-to-day management, communication, liaison and co-operation with the science technician team, teachers, Head of Faculty and heads of department/Key Stage Coordinators in order to contribute to the continual improvement of science teaching at Drayton Manor. In particular, to co-ordinate the provision of practical lessons across the faculty.
- Taking all necessary precautions to avoid danger to persons or property and to wear a laboratory coat and other PPE in accordance with Health and Safety policy and guidance.
- The maintenance and replenishment of resource banks and textbooks used in the teaching of Science.
- Assistance in Science Faculty administration as necessary, including book collection, display work and preparation of Schemes of Work.
- Assistance in inputting data onto the Science databases.
- The setting-up and first line maintenance of ICT equipment used within the laboratories.
- Such other reasonable duties, including reprographics and practical support within lessons, as requested by the Head of Science, Head of Department or Key Stage Co-ordinator in line with the general scope of the post.
- Coordination and recording of regular Health & Safety checks in teaching laboratories, preparation and storage rooms and, if faults are discovered, take the necessary steps to rectify the problem or report to the Site Manager/Head of Science if this is not possible.
- Maintenance of chemical inventory and stock control for the Science Faculty in line with COSHH, CLEAPSS and Health & Safety legislation/guidance.
- To cover for other technicians in cases of absence, as far as knowledge allows.
- To organise the distribution of cover work to relevant classes during staff absence and to be in school from 8:30 to account for and organise any staff absences.
- To assess, maintain and replenish the school science laboratories and equipment during the school term and during the school holidays where previous dates have been arranged.
- To lead on Health and Safety training and procedures for technicians, to ensure that working practices of the team comply with COSHH, CLEAPSS and Health and Safety legislation/guidance.

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