

Job Description

Job Title:	Senior Science Technician	Scale/Grade:	6
Department:	Science	Terms of Employment:	Permanent/Part time (18.5 hours/term time + 5 days)

Job Purpose
To support the Science Faculty in delivering the Science Curriculum.
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Designation of Post and Position within Curriculum Structure
Vice Principal Head of Science Senior Science Technician Science Technician

Main Duties and Responsibilities
<ul style="list-style-type: none"> ● Maintaining condition of equipment and labs to meet Health & Safety standards. ● Maintaining apparatus in serviceable condition. ● Organisation of prep room and apparatus in labs and maintenance of inventories. ● Responsible for ordering and maintaining stock levels in consultation with the Head of Faculty. ● To co-ordinate the work of the team of technicians on a day to day basis ● To assist and advise senior students and staff on proper and safe use of equipment and materials. ● To provide coaching and support to students, particularly on Key Stage 4 and 5 practical tasks. ● To monitor, with Head of Faculty, capitation spending, control faculty petty cash account, process orders and maintain inventories. ● To carry out regular and frequent safety checks as appropriate, in accordance with faculty policy. ● To act as a member of the school's Health and Safety Committee. ● To ensure that all chemicals and materials are safely stored and delivered to staff.

- To prepare materials and equipment for practical Science lessons, to deliver to labs and collect at the end of lessons.
- To maintain stocks of equipment in all labs.
- To construct and oversee maintenance and repair of scientific equipment.
- To attend to condition of furniture and fittings in laboratories and carry out weekly and half- termly checks of all equipment for electrical and gas safety.
- To maintain an up-to-date knowledge of the safe handling of radioisotopes and follow correct procedures in their handling, storage and related record keeping.
- To ensure disposal of Chemical and Biological waste is carried out in accordance with the requirements of current legislation
- To maintain awareness of all current legislation relating to the above responsibilities.
- To carry out other tasks as requested by the Head of Faculty
- To carry out the appraisal of other Science Technicians annually in accordance with school policy

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive.
- There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Employee

Name:

Signed on behalf of the School

Name:

Signed:

Date:

Signed:

Date: