

Job Description

Job Title: Senior Science Technician

Reporting to: Head of Science

Grade: Grade 4

Accountable for: Science Technician

Overall purpose of the post:

To provide technical management, administration and operations for the science curriculum of Outwood Academy Portland.

Main duties and responsibilities:

- Organising the support services for science teaching in the academy.
- To work effectively as part of a team to ensure that the standards of work of other laboratory science technician staff is of a high quality and have responsibility for the standards of work within the laboratory and the suitable allocation of tasks and areas of responsibilities.
- To work closely with other technicians and be responsible for ensuring that newly appointed technicians are inducted into the department and are informed about departmental health and safety matters.
- To support the supervision of staff in relation to time keeping, attendance and performance.
- To take part in INSET training when required and to share responsibility for the 'on the job' training of newly appointed technical staff.
- Transportation of equipment between science teaching areas.
- Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Recovery of residues. Preparation of distilled/deionised water.
- Sterilisation of apparatus.
- Care of animals and plants kept for observation and experimental purposes, both in term and during vacations.
- Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.
- Reporting items for repair, etc. to equipment and services.
- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the postholder.

- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments, and assisting in devising new practical work.
- Assisting in the construction and preparation of the audio visual aids, and maintaining the AVA equipment used within the science department.
- Safe disposal of biological and chemical residues and other waste material.
- Inspection, maintenance and correct use of safety equipment.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
- Being responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories and advising on any improvements which can be made in this respect.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohols, poisons, flammables, etc.).
- Ensuring that day to day requests for equipment and other resources ordered are available in the laboratories at the times requested and cleared away at the end of the lesson.
- To understand and apply the requirements of the Health and Safety at Work Act in all situations within areas of work. This will include:
 - Putting out relevant CLEAPPS Hazards when preparing lessons involving the use of hazardous chemicals and warning teachers to seek advice from appropriate sources from appropriate sources.
 - Informing responsible authorities when faults are discovered with fume cupboards, gas supply, electrical equipment etc.
- Support the teaching staff as and when necessary in the demonstration of experimental procedures to small groups or classes.

General Responsibilities

- Be aware of and comply with academy policy and procedures
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- To be aware of confidential issues linked to home/student/teacher/academy work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that

normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the employee

- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal, SLT or Line Manager.

Special Features

- The post holder is employed for 37 hours/week, term time only +2 weeks per annum. Core hours will be required to be worked as requested by your line manager.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.