

Job Description

Job Title: Senior Science Technician

Reporting to: Head of Science

Grade: 4

Overall purpose of the post:

Organise, deliver and develop technical services to the Science Department in order to support the teaching of a range of science subjects.

Main duties and responsibilities:

- Prepare and set up equipment and materials ready for use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory;
- Prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work;
- Ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas;
- Undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions;
- Operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue;
- Monitor levels of stock and re-order stock as appropriate;
- Assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations;
- Maintain appropriate records, statistics and filing systems in accordance with stated requirements;
- Assist teaching staff with the general running of practical work sessions in a non-teaching capacity;
- Keep up-to-date with curriculum developments within the areas of responsibility;
- Undertake safety checks as required and comply with the requirements of Health and Safety,

- COSHH and other relevant legislation and school documentation and keep records of checks carried out by all staff;
- Clean and make safe spills, breakages and related incidents that requires careful handling;
- Carry out specific tasks as directed by the Head of Department;
- Ensure all laboratories are clear at the end of the academy day and are prepared for lessons the next day;
- Ensure that appropriate records are kept of ordering of equipment, stationery and books when required;
- Provide supervision and guidance within the department, including;
 - Ensuring the efficient deployment of Technician(s) throughout the department in order to provide an effective service to teaching staff;
 - Providing advice and guidance to others within the department;
 - Setting work and standards of work for other science staff;
 - Monitoring the standards and quality of work of Technician(s) to ensure support is of a high standard;
 - Reporting any difficulties to the Head of Science, as appropriate.
- To attend departmental meetings when requested by the Head of the Department;
- To participate in training courses as required;
- To prepare display material as requested and maintain interesting and stimulating displays in laboratory areas.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

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