

Senior Science Technician - Job Description

Salary	Grade G, points 13 - 18
Location	St. Aidan's CE High School
Contractual basis	Permanent, NJC pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Extended Leadership Team.
Responsible for	A team of non-teaching staff (Science Technicians)

Overall Purpose of the Job

The post of a Senior Science Technician is a technical position leading the team of Science Technicians, preparing materials for the practical element of teaching.

The role requires close working with the teaching staff and to maintain stock levels of materials and equipment.

Areas of Accountability

- **Team Management**
 - General management of the Science Technician team, including hand over between team members during the working week
 - Develop team skills to enable all demands from subject areas are covered
 - Prioritise work for absent colleagues within the team
- **Resource planning and allocation of Preps & Apparatus**
 - Plan resource and apparatus requirements and oversee the allocation of these within the Technician team, ensuring these are distributed appropriately to lessons
 - Coordinate the use of practical resources and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff outside the department
 - Preparing apparatus for Primary schools within the Trust
 - Provide equipment for lunchtime clubs

- Liaise with Subject leaders and the Director of Learning for Science regarding new practical activities and alternative methods.
- To contribute to the design, development and maintenance of specialist resources and /or long-term projects. To offer professional guidance, assistance and support to students and teachers on practical aspects of the curriculum
- **Training**
 - Ensure relevant training of the Technician team occurs such as Health and Safety training, microbiology
 - Induction of new Technicians and cross training between technicians
- **Health and Safety**
 - Keep up to date with Health and Safety information (via CLEAPSS)
 - Ensure departmental procedures such as storage and disposal of chemicals are appropriate and adhered to, including the standard, content and implementation of the Science Health & Safety Policy
 - To ensure and promote the maintenance of a healthy and safe working environment
 - Liaising with teaching staff over the use of equipment and stock including risk assessments
 - To support with evacuating the school site during emergency procedures.
- **Equipment Maintenance & Stock Level Management**
 - Maintaining apparatus and materials on an ongoing basis, including visual safety checks. Where identified, repairing damages or arranging for this to be done
 - To oversee the routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment, ensuring these are carried out to the required standard
 - Report issues to Site Team
 - Ongoing stock control in prep rooms and laboratories including textbook and stationary management
 - To oversee the main annual ordering of equipment, chemicals and resources for the Science department, ensuing health and safety documentation is updated with stock information
 - Oversee ordering of further consumables throughout the School year
 - Resolve procurement issues, breakages etc

Specific Responsibilities of Senior Science Technician

Knowledge and Understanding

- Good Science background
- An understanding of health and safety within the preparation, use and disposal of materials
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Excellent organisational skills
- Basic computer skills in Word, Excel

- Awareness of CLEAPSS courses and continued use of CLEAPSS information and acting on advice
- A willingness to attend training as required to develop expertise and knowledge to include, but not limited to, mandatory school training, EVAC chair, Safeguarding and Health and Safety training.

Other specific duties

- Washing and returning all glassware used in lessons
- Photocopying for teaching staff when required
- Shopping for certain items of equipment e.g. maggots, flour, cabbage
- Inter departmental support – supplying equipment for PE, Geography etc
- Making up and maintaining stock solutions
- Caring for plants within department
- Ensuring any work left by absent teaching staff is given to cover/supply staff and any assistance given
- Any other duties commensurate with the role

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[Nov 2024]