

Senior Science Technician

Job Description

Under the direction of the Head of Department or other appropriate supervisor, and in accordance with the practices and procedures of the academy, the Senior Science Technician would be expected to organise, deliver, and develop technical services to ensure that a safe, effective, and efficient laboratory technical service is provided for the use of pupils and teaching staff. Including, where applicable, the provision of technical advice and assistance in the classroom.

In addition, the post holder will supervise other science technician(s) by giving advice, setting standards, and ensuring that these are maintained.

Safeguarding:

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Line Management:

- Line manage and review named Science Technicians in consultation with the Head of Science

Key Responsibilities:

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Maintain the delivery of Technical Services to the Science Department, including:

- To prepare and set up equipment and materials ready for its use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.
- To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work.
- To 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.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.
- To 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.
- To monitor levels of stock and re-order stock as appropriate.
- To assist in compiling inventories of equipment and materials as required in particular regarding COSHH regulations.

- To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements.
- To assist teaching staff with the general running of practical work sessions and in departmental admin (such as data entry) in a non-teaching capacity.
- To keep up to date with curriculum developments within the areas of the postholder's responsibility.
- To 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 faculty staff.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To carry out specific tasks as directed by the Head of Department during the school holidays.
- To ensure all laboratories are clear at the end of the school day and are prepared for lesson 1 the next day.
- To ensure that appropriate records are kept of ordering of equipment, stationery and books when required.
- To provide supervision and guidance to other science technicians within the department, (including):
- Ensuring the efficient deployment of science technicians throughout the department to provide an effective service to teaching staff.
- Providing advice and guidance to other science technicians within the department.
- Setting work and standards of work for other science staff
- Monitoring the standards and quality of work of the technicians to ensure support is of a high standard.
- Reporting any difficulties to the Head of Science, as appropriate.

General:

All academy staff are expected to:

- Work towards and support the academy's vision, values and objectives.
- Communicate effectively to all members of the team and work collaboratively with other staff.
- Support and contribute to the academy's responsibility for safeguarding students.
- Uphold the academy behaviour policy.
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.

- Fully subscribe to the academy values of Respect, Determination, Ambition, Tolerance and Integrity regarding themselves, the academy and our young people.
- Keep up to date with developments relating to their role.
- Meet in accordance with calendared meetings and with line managers as required.
- Other responsibilities as reasonably requested and commensurate with the grading of the post.
- Any such duties that may from time to time be reasonably assigned by the Principal.
- Develop and maximise the use of ICT.

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed (Job Holder) _____

Date _____