

## JOB DESCRIPTION

**Job Title:** Senior Science Technician

**Grade:** C1

**Responsible To:** Science Team Manager

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### Role:

To coordinate the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

### Main Duties:

1. Ensure the provision of a basic maintenance service to tools, appliances, apparatus and equipment
2. Construct models, equipment, apparatus and new demos
3. Ensure lessons have the required equipment and materials
4. Organise an effective stock control system
5. Operate a system of visual checks each time a piece of equipment is used or provided for use, counting it out and counting it back in
6. Organise the preparation of stock solutions and replenishment of reagent bottles
7. Organise and maintain an inventory of materials, apparatus and equipment
8. Assist with class practical work under the supervision of a member of the teaching staff
9. Organise the displays of materials, visual aids and pupils' work
10. Support the preparation and delivery of Science experiments in school events; e.g. Open Days, assemblies... etc. and advise on using materials and equipment safely
11. Arrange for the photocopy and duplication of materials
12. Prepare and produce audio-visual materials as required

13. Organise suitable filing, office systems and stock
14. Operate relevant equipment and machinery
15. Ensure relevant Health & Safety instructions are followed
16. Train and keep record of staff trained to use radioactive sources, gas supply, chemicals; including safe storage and handling
17. Advise teaching staff on safety matters or potential problems with equipment
18. Complete appropriate Risk Assessments and ensure that the relevant RA is available for specific lessons
19. Provide for the safety and security of equipment, materials, apparatus, tools, appliances at the end of the school day
20. Safe disposal of chemical and biological waste
21. Maintain working areas to ensure a clean, safe and orderly environment
22. Assist the Science Team Manager to analyse relevant data
23. Assist the Science Team Manager to prepare statistical and other monitoring/evaluation returns and action plans
24. Liaise with members of the technical support teams in providing an efficient service to the school
25. Work closely with the staff of the Science department
26. Establish good and effective links with the business sector and other agencies
27. Be accountable for your performance management targets and assist in the performance management of other staff if required
28. Advise Science Team Manager of staff and resource needs for the area of responsibility
29. Assist the Science Team Manager to ensure the effective and efficient management and organisation of resources

30. Ensure that there is a safe working and learning environment in which risks are properly assessed
31. Assist the Science Team Manager to formulate the area's Strategic and Action plans and implement the processes by which they will be monitored and evaluated
32. To attend and participate in relevant meetings as required
33. To participate in training and other learning activities and performance development opportunities as required
34. To assist with the supervision of pupils out of lesson times, including before and after school, lesson changeover and at break and lunchtime
35. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
36. To invigilate exams and provide one to one invigilation support to Access Arrangement pupils as needed
37. To undertake any other duties that are commensurate with the post
38. To ensure promotion and support of Equal Opportunities and Health & Safety and Carry out all duties in accordance with the School's Equal Opportunities Policy
39. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
40. To contribute to the overall ethos/work/aims of the school

**General duties:**

- To undertake ad hoc duties as may be required by the Principal and / or Senior Leadership Team from time to time, for example exam invigilation.
- To photocopy documentation as required maintaining GDPR requirements at all times.
- To adhere to school policies and procedures.

**We expect all our staff to:**

- Be a coach to a small group of pupils.
- Support and uphold the school ethos.
- Commitment to the school's restorative and relational practice.
- Play a role in the implementation of the School Development Plan, through departments' input.

- Display commitment to the protection and safeguarding of children and young people.
- Adhere to Safeguarding and Child Protection policies, e.g. Guidance to Safer Working Practice, Keeping Children Safe in Education, Whistle Blowing, Registration, etc.
- Continue their personal development.
- Participate in school events (occasionally on evenings and weekends)
- Support duties during the school day
- Participate in Flexible learning activities

**Any Special Conditions of Service:**

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Term time working plus additional days. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_