



The Bishop Wand Church of England School

Position	Lead Science Technician	Grade	Surrey Pay S5
Department	Science	Work Pattern	36 hours per week Monday to Thursday 8.15am to 4.00pm Friday 8.15am to 3.45pm <i>(30 minutes lunch per day)</i>
Line Manager	Head of Science Faculty		

Job Profile

Job Purpose

To undertake the efficient management of the School's Science Technician Team and resources ensuring the effective organisation of a support service to the Science Faculty and to students.

Within current Health and Safety statutes and procedural guidelines, to prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and to manage the acquisition, safe storage and disposal of equipment and chemicals required in connection with delivery of the School's science curriculum.

Key Responsibilities

Lead Technician

To take responsibility for the day to day management of the Science Technician Team and strategic responsibility for the performance management and continued professional development of members of the team. In liaison with the Head of Faculty to offer support and guidance to Trainee Teachers, NQTs and students undertaking work experience in the Prep Room.

Technician Role

Within current Health and Safety statutes and procedural guidelines, to prepare and set out equipment to enable teaching staff to undertake routine scientific demonstrations and class experimental work, and to manage the acquisition, safe storage and disposal of equipment and chemicals required in connection with delivery of the school's science curriculum.

Curriculum Support

In consultation with the appropriate teaching staff to provide the required apparatus, chemicals etc. for both routine demonstrations to be undertaken by teachers and to enable students to undertake required practical work. Also, according to ability and experience, to assist teaching staff in practical science lessons. To support the set-up and clear up of key Science events e.g. Dad's Day, Open Evenings etc.

Health & Safety

To ensure that all main services and apparatus are maintained in proper working order and that

electrical components are regularly checked to ensure safety. To ensure that chemicals are safely and securely stored in accordance with specific instructions and recommended guidelines and that where animals are kept, arrangements meet approved standards.

Routine Tasks of a Lead Science Technician

- To liaise with the Head of Faculty to ensure that the practical and general resource requirement of the teaching staff are met.
- To organise the daily activities of the Science Technicians to ensure the efficient and effective organisation of workload and responsibilities. Prioritise the workload of the team and maintain an over-view of the preparation room and laboratories to ensure a smooth running of these.
- Be an effective line manager of the Science Technicians and undertake performance management in accordance with School policy.
- Develop effective training systems and ensure continued professional development of the Science Technicians.
- To oversee and monitor the income and expenditure accounts of the Science Faculty. To oversee the ordering of equipment, books and resources.
- To maintain an overview of the Health and Safety in the Science Faculty and to ensure that all health and safety legislation and procedural guidelines are adhered in respect of the work of the Science Technicians.
- To liaise with the Radiation Officer in the Science Faculty and ensure that the correct procedures are maintained.

Routine Tasks of Science Technician

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive and it is not intended that every Science Technician will undertake the full range of tasks.

Curriculum Support

- to prepare equipment and materials for lessons both for demonstration and class use
- to prepare chemical solutions
- to collect equipment and materials from storage and organise these for class use
- to clean and store apparatus after use
- to support teachers to maintain a clean and inviting environment within the Science block
- to set up equipment and apparatus, as required, for demonstration purposes and to enable individual students or groups of students to undertake required practical work
- to ensure that all apparatus is properly maintained at all times so that it can be used effectively
- to liaise with external contractors and suppliers
- to participate, as required, in Science staff development sessions
- to place orders and check deliveries of equipment and materials

Health & Safety

- to check materials and equipment, before and after use by a class, for quantity and damage
- to maintain laboratories to ensure a clean, safe and orderly environment
- to maintain stocks of chemicals in a safe and secure environment at a level which is appropriate to the needs of the Science Faculty
- to organise repairs or specific maintenance of equipment
- to ensure that dates of expiry for stock on all batches of chemicals are recorded and regularly reviewed and that appropriate action is taken in dealing with chemicals held in stock for excessive periods

- to advise Science teachers on safety matters and potential problems with equipment
- to check regularly on the supply of mains services to equipment such as Bunsen burners, fume cupboards, ventilator unit's etc.
- to maintain an inventory of materials and equipment and associated stock taking duties.
- where animals, insects etc. are kept to ensure that the proper standards of hygiene and feeding are observed at all times
- to maintain overall supervision of the laboratories and prevent any unauthorised access
- to undertake the safe disposal of chemical and biological waste

Professional Development

To undertake training as required by the School to develop knowledge and skills relevant to the work of the Science Faculty. Such training to include use of chemicals, equipment and also software relevant to the work of the Department.

To attend training courses and to be proactive undertaking research as required in order to keep abreast of science developments.

Other

To undertake any other tasks or duties as may be reasonably required in accordance with the responsibility level of this position.

To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.

Person Specification		
Specification	Desirable	Essential
Education and Training	Science based A Levels or higher qualification	GCSEs (or equivalent) at Grade C or above including English, Maths and minimum of one science subject
Knowledge and Experience	Interest in or awareness of scientific issues	Experience of working in a laboratory environment
	Experience of managing a team or supervision	Sound knowledge and experience of Microsoft Office applications including Word and Excel
Abilities and Skills	Ability to analyse tasks and how they may be best achieved	Ability to plan and prioritise a range of regular and irregular tasks
	Good oral and written communication skills	Ability to relate in a friendly but firm way with a wide range of personalities and to provide high levels of customer service
		Effective written and verbal communication skills
		Strong organisational skills and ability to be adaptable
		Ability to work effectively as part of a team

Revised Spring Term 2022