**ARCHBISHOP TENISON’S C.E SCHOOL**

**APPOINTMENT OF SENIOR SCIENCE TECHNICAN**

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| **Job Description** | |
| **Job Title:** | **Senior Science Technician** |
| **School /Academy:** | **Archbishop Tenison’s School** |
| **Grade Range:** | Grade 4 - Point 8-10 |
| **Hours per week:** | **36 hours** |
| **Work Pattern:** | **Term-time only** |
| **Location:** | **Archbishop Tenison’s CE High school**  **Selborne Road**  **Croydon**  **CR0 5JQ** |
| **Reports to:** | **Head of Science** |
| **Responsible for:** | N/A |
| **Role Purpose and Role Dimensions:** | * prepare materials for lessons * advise pupils and students on safe and proper use of tools and equipment * highlight any health and safety issues * maintain all resources * understand the subject scheme of work to prepare for practical lessons * stock checking * carry out safety checks including risk assessments for practical and technical activities * ensure all equipment and materials are stored safely * dispose of chemicals/hazardous waste in a safe manner * maintain equipment and organise repairs in accordance with manufacturer’s instructions * work closely with other technical staff to keep a clean and tidy, safe working area |
| **Commitment to Diversity:** | As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | * Suppliers * Parents and Carers |
| **Key Internal Contacts:** | * Head of Department * Staff * Governors * School Chaplaincy Team * Cleaners * Pupils and students * Visitors |
| **Financial Dimensions:** | * Equipment * Tools * Maintenance of resources * Security of equipment * Stock Keeping to include chemical; equipment and textbooks and stationery |
| **Key Areas for Decision Making:** | * Health and Safety * COSHH and other relevant legislation and school documentation * Safe storage of all equipment and material * Risk Assessments for practical and technical activities |
| **Other Considerations:** |  |