

Job Description

POST	Senior Science Technician
Salary/grade	Grade 3 Range 7 – 9
Contract	39 weeks per year 37 hours per week Hours: Monday – Thursday 8.30am-4.30pm Friday – 8.30am-4.00pm 30min unpaid lunch break each day
Reporting to	Head of Faculty - Science
Job Purpose	The role of Senior Science Technician is to provide technical and administrative support for Science staff to support teaching and learning within health and safety guidelines and co-ordinate any other technician team members.
Vision	We want all Claydon High School students to have a strong sense of identity, show pride in themselves, and compassion towards others. Through embracing challenges they will develop confidence, and by making links across their learning they will have a comprehensive and coherent set of knowledge and skills for their futures. Within an outward looking and inclusive school community our teachers will ignite a passion for learning and inspire our students to strive for excellence, enabling them to contribute to the diverse communities in which they will live and work. These attributes and attitudes, along with a conscientious approach, will ensure all students secure and achieve aspirational choices and destinations so they can be the “best they can be” and “be the best for life”.
Main Responsibilities and Duties	• To manage and co-ordinate the work of the technician team to ensure the best possible service to teachers and science lessons • To prepare and set up equipment for lessons and to manage the safe acquisition, use, storage, maintenance, and disposal of equipment and chemicals used in the delivery of the Science curriculum • To follow health and safety procedures • To identify and resolve conflicting demands on equipment • To plan, manage and prioritise own workload and that of the technician team with minimal supervision • To work within recognised procedures but with the ability to organise own workload • Respond independently to unanticipated problems and situations, with the guidance and advice of HoF

	• To ensure safe storage and use of laboratory equipment in line with health and safety regulations • To handle safely and within guidelines, harmful chemicals including, but not exclusive to, those that are toxic, corrosive, carcinogenic • To undertake safe disposal and/or storage of chemicals in line with health and safety regulations • To ensure safe storage of radioactive/hazardous substances under direction of the Radiation Protection Officer • To prepare and maintain resources for teaching staff • Ensure the maintenance and first line repair and service of science equipment, liaising with HoF and the Trust team to organise repair by outside contractors or replacement where necessary • To order stock on request, and keep accurate records of orders and deliveries • To organise stock on delivery and keep accurate up-to-date records of stock levels • To undertake annual stocktaking of equipment, chemicals and other stock • To ensure that all equipment and laboratories are cleared and cleaned after use including chemical spillages • To make sure that store cupboards, preparation rooms and laboratories are kept tidy • To be responsible for the induction and training of technician staff, with support from HoF • To assist in the monitoring of the Health and Safety and maintenance requests • Maintain links with appropriate organisations and bodies as they relate to the work (for example, CLEAPPS) and maintain up-to-date knowledge of initiatives and changes and communicate these to the Science team • To research new developments in equipment or procedure and possible uses within school and communicate these to the Science team where appropriate • To read and follow procedures and policies and explain them to staff members where required • Medium term planning for replacement of equipment, with HoF • Medium term planning for training and continuing professional development, with HoF
Additional Duties	As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of staff. To undertake duties as a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations. May be required to be an appointed person for first aid.

	To carry out such other duties which may be required from time to time, within the grading of the post.
Professional Behaviour	• To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels • To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate • To be friendly, helpful and welcoming to parent/carers and others visiting or making contact with the school • To provide a good role model for students • To support and uphold the aims, values and ethos of the school • To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect • To maintain an appropriate and professional distance with students in more informal situations • Use the school's positive behaviour policy to deal with student behaviour in a manner which is appropriate to the context • To celebrate and praise the achievements of staff and students • To deal with students in a manner which conveys mutual respect • Not to behave towards students in a manner which is aggressive, intimidating or demeaning in any way • Be smartly and professionally dressed
Miscellaneous	• To continue personal development as agreed at appraisal review meetings • To engage actively in the appraisal review process • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate • To show a record of excellent attendance and punctuality • The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Claydon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: Headteacher: _____ Date: _____

Postholder: _____ Date: _____