



DEVONPORT HIGH SCHOOL FOR GIRLS

JOB DESCRIPTION

Senior Science Technician

Post Title:	Senior Science Technician
Grade:	Grade E, Points 15 - 20
Hours:	37 hours per week, 39 weeks per year
Responsible to:	Head of Science, Heads of Biology, Chemistry or Physics
Responsible for:	Science Technicians
Job Purpose:	Working under the direction of Science staff to provide a technical service to the Science Department. To supervise and co-ordinate the work of the Science Technicians

Key Accountabilities:

1. General responsibility for the effective running of scientific technician support within the Science Department.
2. Manage a specialist curriculum/resource function and be responsible for the day-to-day line management of the Science Technicians within the Science Department. The ultimate responsibility is with the Head of Science.
3. Manage and take a lead role in planning and researching specialist science equipment and consumables.
4. Responsible for the management of science curriculum related stock levels, including regular audit of science curriculum resources
5. Use specialist skills/training/expertise to support staff to help develop curriculum provision
6. Use specialist technical knowledge to support a variety of teaching activities
7. Ensure that all laboratories are kept clean and tidy by the Science Technicians
8. Ensure that all stocks of materials and equipment are kept replenished by the Science Technicians
9. Ensure that the Science Technicians undertake their duties in accordance with the School's Health and Safety Policy and follow other regulated procedures
10. Bring to the attention of the Head of Science, any issues of concern regarding Health and Safety, equipment levels, staffing etc
11. Be responsible for the appropriate storage, handling and recording of radioactive sources in line with current guidance
12. Assist the Head of Science in evaluating the learning needs of the Science Technicians and plan their training and development as well as participating in a programme of staff development relevant to all Science Technicians
13. Be an effective role model for the science technicians
14. Servicing, testing and routine maintenance of laboratory equipment and apparatus and other Science Department
15. Preparation of equipment, apparatus and materials for practical science lessons and demonstrations in accordance with given instructions
16. Issue and receipt of equipment, apparatus and materials as required
17. Cleaning, checking and methodical storage of equipment apparatus and materials on the completion of practical activities

18. Follow the relevant Health and Safety policy detailed in the staff handbook and also any other relevant safety procedure within the school
19. Be an effective role model for staff and students

Skills and Competencies

1. The ability to manage a small team
2. The ability to undertake stocktake of equipment and materials
3. Judgement skills will be required when installing and testing new science equipment and undertaking straightforward problem solving to ensure efficient operation
4. Post holder will be required to advise and guide the students when assisting them with experiments, controlled assessments and examination board required assessments
5. Interpersonal and communication skills
6. High demand for precision will be required for the construction, assembly and modification of apparatus used for experiments and demonstrations in preparation for lessons. Collect and record specimens and results to an appropriate accuracy and precision
7. IT literacy required for inputting and manipulating a range of data
8. Post holder will be required to carry or move science equipment and materials and work in restricted positions when fixing and maintaining science related equipment.
9. There will be a requirement for the movement of equipment to and from laboratory areas, and when assisting with exhibitions, demonstrations and displays
10. Some cleaning duties will require bending and stretching

Other duties:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
2. Attend and participate in relevant meetings, training and learning activities as required by the needs of the role/school and authorised by the Line Manager
3. Contribute to the overall ethos, work and aims of the school
4. To undertake such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general responsibility level of the job. Reasonable adjustment will be considered as required by the Equality Act

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Signed:	Date:
Post holder	
Signed:	Date:
Head Teacher	