



The Cotswold School Academy Trust – Job Description

Job Title:	Senior Science Technician
Responsible to:	Governors, Head of Science, Estates and Compliance Manager

Overall Responsibility

To support the Science Department by preparing for all KS3, KS4 and KS5 lessons in Biology, Chemistry and Physics. To be responsible for the servicing and maintenance of the laboratories and the upkeep of the prep/stock rooms in the Science block. You will be responsible for managing the technician team and maintaining health and safety requirements. Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

- Preparation of apparatus and materials required for laboratory practical lessons and recording of same.
- Preparation of chemical solutions to specific concentrations, following appropriate measures for Health and Safety.
- Removal, cleaning and storage of equipment as and when necessary.
- To carry out regular risk assessments and manage the organisation of maintenance and repair of equipment and report any building defects to the Estates & Compliance Manager.
- Ensuring that the technician team keep up-to-date with health and safety requirements and developments.
- Maintenance of an inventory of equipment and consumables including safe-keeping of chemicals. Advising the Head of Science of potential problems.
- Delegated responsibility for ordering, receipt and checking of material, including stationery, equipment, and chemicals.
- Assisting staff in the use and storage of materials in order to comply with Health and Safety regulations
- Safe disposal of chemical and biological waste.
- Responsibility for the day to day management and monitoring the performance and training needs of the technician team.
- Advising staff on suitability of practical projects, and advising staff and students on safety aspects of practicals.
- Reporting the non-arrival of cover teachers to the office staff and the short term supervision of students until cover teacher's arrival. Organisation and delivery of work required as indicated by absent teacher.
- Photocopying and filing as and when requested by the department staff.
- To liaise with the I.C.T. manager to organise setting up I.C.T. equipment, and reporting any maintenance issues.

- To report all matters of an administrative/clerical nature including absence through sickness/leave of absence etc. to the HR and Admin Manager.
- Accompanying school parties on educational trips if requested.
- Such other duties as the Headteacher or Head of Department may from time to time request.
- PAT and fume cupboard testing.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area and identify any training needs.
- To participate the performance management process via School iP.
- To have due regard and comply with all school policies
- To participate in department meetings as required
- To lead in the performance management of the technician team monitoring objectives.
- Develop good working relations with other colleagues and students
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties relevant to the post and level of responsibility.
- Health and Safety Training - effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties within the science department and alongside the Estates and Compliance Manager.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people.