

## La Retraite Roman Catholic Girls' School

### Job Description – Senior Science Technician

**Responsible to:** Lead Practitioner (Science)

**Salary:** NJC Scale SO1 (Pts 23-25), 35 hours per week, all year round

#### **Main Purpose of the Job:**

- To be responsible to the Head of Science for the technical services to support teaching across the Science Department
- To ensure the science laboratories are a safe and stimulating place to work and learn
- To line manage the Science Technician

#### **Main Duties and Responsibilities:**

##### **Organisation and Management**

- To participate in the recruitment and training of other science technical staff
- To assist the Lead Practitioner (Science) in the general administration of the department
- To support the department's role in the wider community including support of work with primary schools
- To implement and disseminate all appropriate health and safety legislation and guidance with respect to science education including COSHH/CLEAPPS

##### **Provision of Practical Requirements**

- To prepare apparatus for practical/demonstrations ensuring that laboratory safety regulations and safe practice is complied with
- To set up, test and demonstrate practical equipment to ensure that students gain the most from the scientific experience
- To dispose of waste laboratory materials including chemicals and micro-biological waste in accordance with the appropriate health and safety legislation
- To construct and modify apparatus if required

##### **Maintenance of Facilities and Resources**

- To ensure the maintenance of laboratory services and facilities, liaising with the Premises Staff as appropriate
- To carry out and arrange for the maintenance and repair of apparatus and equipment (including computer hardware), appropriate health and safety checks and keeping appropriate records
- To organise and store equipment, apparatus and materials (including chemicals) in accordance with statutory requirements
- To develop new systems in the laboratories and prep rooms to improve the technical support service
- To ensure that the laboratories and prep rooms are kept clean and tidy. To liaise with the teaching staff so that the laboratories are stimulating places to learn
- To carry out in-house repairs, calibration and maintenance
- To maintain science department resources
- To care for any animals or specimens for observational and experimental purposes
- To ensure an up-to-date chemical database is kept

##### **Organising and Managing Practical Resources**

- To organise the technical service to the department, including setting up systems for the organisation and administration of the technical service
- To ensure appropriate stock levels of apparatus and material including keeping stock records and carrying out stock checks

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- To place and follow up orders using the principles of Best Value, checking deliveries, keeping financial records, liaising with the Finance Staff as appropriate.

#### **Development**

- To advise teaching staff regarding the technical requirements of the curriculum, taking part in the development of the department's practical resources, including IT-related applications. To provide training where appropriate
- To induct new technical staff including organising the appropriate health and safety training
- To deploy, supervise, train and develop technical staff to meet both departmental and wellbeing needs

#### **Technical Advice and Assistance**

- To provide technical advice and assistance to teachers and students, assisting in practical activities as appropriate.
- To support teachers' and technical staff's skills, qualifications and student involvement in laboratory work

#### **Safety and Security**

- To ensure that the department's technical service operates within departmental, school and statutory health requirements.
- To work with the Lead Practitioner (Science) in ensuring that a culture of safety permeates the science department

#### **Communication**

- To liaise with other departments and support staff within the school, other establishments and agencies
- To liaise with technicians in other schools in matters of common interest
- To attend science departmental meetings

#### **Other Duties**

- To participate in the school's staff development (CPD) programme
- Where appropriate, to ensure the effective deployment of classroom support
- To work as a member of a team, positively contributing to effective working relations within the school
- To communicate, where necessary with parents and external agencies, following school policies
- To attend Open Evenings, Parents' Evenings and other whole-school events
- To attend Monday morning staff briefings
- To adhere to the expectations laid out in the Staff Code of Conduct
- To understand the importance of the Data Protection Act (2018) and UK GDPR and their application in the workplace
- To apply the principles of the DfE's 'Keeping Children Safe in Education' and the school's Child Protection and Safeguarding Policy
- To support the Catholic Ethos of the school
- To implement other school policies consistently.
- To participate in the school Appraisal scheme, including target setting and review
- To undertake any other task deemed necessary by the relevant Assistant Headteacher, any other member of the senior leadership team (SLT) commensurate with the level of this post to help support teaching and learning within the school.

## **Person Specification:**

### **Essential - technical**

- A further education Science qualification or above
- Broad based technical knowledge and skills in science including A-Level practicals
- The ability to apply technical, organisational and management skills in a school environment
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing
- The ability to use IT and support its use in science for student learning and administration
- The ability to manage and prioritise workload
- The ability to develop and motivate staff
- The ability to manage the technical staff, including their laboratory organisation and administrative skills
- A knowledge of current Health and Safety requirements and their implications
- A knowledge of windows-based applications and an awareness of the wider use of IT in science e.g. data logging

### **Desirable - technical**

- COSHH training
- First Aid certificate
- Experience in responding to the technical demands arising from curriculum development in science.
- Experience of budget management including the keeping of accurate financial records and an understanding of the need for Best Value.

### **Other – general essential**

- Be able to demonstrate personal integrity and honesty
- A commitment to safeguarding children
- A commitment to Equal Opportunities
- Be sympathetic to the Catholic ethos of the school
- A flexibility in the approach to work and the demands of the post
- A willingness to undertake professional development
- Good timekeeping