

## **JOB DESCRIPTION**

### **Senior Science Technician – February 2023**

**Scale:** NJC SCP 15-17 (£29,213 - £30,195) (pro rata)

- 1. RESPONSIBLE TO:** Headteacher and designated line manager
- 2. RESPONSIBLE FOR:** N/A
- 3. IMPORTANT FUNCTIONAL RELATIONSHIPS:** KS4 and 6 Oaks Science Teachers, Head of Business Services & Business Services Team
- 4. MAIN PURPOSE OF JOB:**
  - Provide efficient and professional support to science teaching staff
  - Lead and develop the provision of science practical activities to improve student outcomes
- 5. MAIN RESPONSIBILITIES OF JOB:**

#### **Curriculum Support**

- Develop an understanding of the curriculum offered by Malden Oaks
- Attend and contribute to appropriate meetings, as guided by line manager
- Advise teaching staff on relevant practical activities and demonstrations for different topic areas

#### **Practical Delivery**

- Agree appropriate processes for science teachers to requisition practical equipment for groups, ensuring the need for adequate preparation time is balanced against the need for teachers to adjust lesson plans depending on the circumstances
- Ensure weekly practical resources are provided with timely and accurate preparation of equipment, and other materials
- Manage any clashes of requisitions and other issues sensitively and professionally

#### **Technical Support**

- Create and maintain a tidy, hygienic and well-organised equipment store
- Monitor and manage stock within an agreed budget
- Source and purchase additional equipment/resources as required
- Check the condition of science classrooms and utilities and liaise with the Premises Manager if necessary



**Malden Oaks**  
School & Tuition service

Making the **MOST** of every day

Dukes Centre  
Dukes Avenue  
Kingston KT2 5QY  
[www.maldenoaks.org](http://www.maldenoaks.org)

020 8289 4664  
020 8289 4665

### **Health & Safety and Safeguarding**

- Maintain up-to-date risk assessments for GCSE and A Level required practicals, and other regular practical activities
- Assist with the development of risk assessments for new practical activities
- Advise teaching staff on the safe delivery of practical work and demonstrations
- Promote the safety and wellbeing of students and staff
- Be aware of, and comply with, the school's policies, particularly those concerning safeguarding and health and safety procedures

### **Professional Development**

- Identify where additional support or training might be required for yourself or other staff

### **Whole school support**

- Attend educational trips and visits as required
- Support and/or undertake the invigilation of exams
- Undertake such other additional duties as are reasonably assigned by the Headteacher or your line manager