

NAME OF EMPLOYEE

SALARY CI/C2

JOB DESCRIPTION – effective from date of agreement

1. Job Title

Senior Science Technician
Responsible to: Head of Science
Line Management Responsibility: Science Technician(s)

2. Job Purpose

The Senior Science Technician will provide a high-quality technical service to support the effective teaching and learning of science across the school.

The postholder will:

- 2.1 Lead, organise and supervise the work of Science Technician staff, ensuring effective deployment of technical support across the department.
- 2.2 Support teaching staff in the preparation and delivery of practical science lessons, demonstrations and examinations.
- 2.3 Ensure that laboratories, preparation areas, equipment, chemicals and resources are maintained and managed safely and effectively.
- 2.4 Promote and maintain high standards of health and safety, with reference to relevant legislation, school policies and CLEAPSS guidance.
- 2.5 Support the Head of Science in the effective management of departmental resources, equipment and budgets.
- 2.6 Maintain high professional standards and support the ethos, aims and values of the school.

3. Duties and Responsibilities

3.1 Leadership and Organisation

- 3.1.1 Organise and coordinate the day-to-day work of the Science Technician team.
- 3.1.2 Plan the effective deployment of technician support according to the needs and priorities of the Science Department.
- 3.1.3 Provide appropriate supervision, guidance and support to technician staff.
- 3.1.4 Identify training and development needs and support the continuing professional development of technician staff.
- 3.1.5 Contribute, where appropriate, to the recruitment, induction and development of Science Technicians.
- 3.1.6 Work closely with the Head of Science and teaching staff to ensure an effective and responsive technical service.

3.2 Practical Science Support

- 3.2.1 Prepare, set up and clear away equipment, apparatus, chemicals, materials and other resources required for practical lessons, demonstrations and examinations.
- 3.2.2 Prepare solutions, cultures, plates, slides, specimens, models and other materials using appropriate procedures and safety controls.
- 3.2.3 Construct, test and maintain demonstration and practical apparatus.
- 3.2.4 Support the preparation and secure handling of internal examination materials, maintaining confidentiality at all times.
- 3.2.5 Ensure that teaching areas, preparation rooms and practical resources are organised and ready for use.
- 3.2.6 Provide technical advice and assistance to teaching staff where appropriate.
- 3.2.7 Support practical activities across Biology, Chemistry and Physics as required.

3.3 Health and Safety

- 3.3.1 Promote high standards of health and safety throughout the Science Department.
- 3.3.2 Support the Head of Science in implementing and monitoring appropriate risk-control measures.
- 3.3.3 Work in accordance with relevant legislation, school policies, risk assessments, COSHH requirements and current CLEAPSS guidance.
- 3.3.4 Ensure the safe storage, handling, use and disposal of chemicals, biological materials and other potentially hazardous substances.
- 3.3.5 Carry out appropriate safety checks on equipment and resources and maintain relevant records.
- 3.3.6 Identify hazards or unsafe practices and take appropriate action, reporting concerns to the Head of Science or other appropriate member of staff.
- 3.3.7 Ensure appropriate procedures are followed in the event of breakages, spillages, accidents or other incidents.
- 3.3.8 Liaise with site staff and other colleagues where specialist cleaning, maintenance or disposal arrangements are required.
- 3.3.9 Ensure staff are made aware of relevant hazards associated with equipment, chemicals and practical activities.

3.4 Equipment Resources and Stock Control

- 3.4.1 Maintain accurate and secure inventories and stock-control systems.
- 3.4.2 Monitor stock levels and order chemicals, consumables, apparatus and equipment in consultation with the Head of Science.
- 3.4.3 Receive, check and appropriately store departmental deliveries.
- 3.4.4 Issue chemicals, apparatus, equipment and materials in accordance with agreed procedures.
- 3.4.5 Assist with annual stocktaking and maintain appropriate records.
- 3.4.6 Support the Head of Science in planning for the replacement and purchase of equipment and resources.
- 3.4.7 Help ensure departmental resources are purchased and managed efficiently, achieving best value wherever possible.
- 3.4.8 Ensure appropriate security and storage of specialist equipment, chemicals and other resources.

3.5 Maintenance and Repairs

- 3.5.1 Coordinate routine maintenance of laboratories, preparation areas, equipment and apparatus.
- 3.5.2 Clean, maintain and undertake appropriate minor repairs to scientific equipment and apparatus.
- 3.5.3 Manufacture or adapt simple equipment and teaching aids where appropriate and within the postholder's competence.
- 3.5.4 Arrange specialist repairs and servicing through approved external contractors where necessary.
- 3.5.5 Maintain records relating to servicing, maintenance and safety checks as required.

- 3.5.6 Report defects or maintenance concerns promptly and ensure unsafe equipment is removed from use where appropriate.

3.6 Administration and ICT

- 3.6.1 Use ICT systems to maintain records, inventories, orders, safety information and other departmental documentation.
- 3.6.2 Produce and update documents and information required for the effective operation of the department.
- 3.6.3 Undertake photocopying, printing and reprographic duties associated with the role where required.
- 3.6.4 Maintain the confidentiality and security of internal examination and other sensitive materials.
- 3.6.5 Liaise with the Head of Science regarding the effective use of new equipment and technology within the department.
- 3.6.6 Complete administrative tasks as required, including but not limited to photocopying, printing, preparing and organising resources, filing, ordering goods and resources, and other general administrative duties to support the effective operation of the department.

3.7 Wider Department and School Support

- 3.7.1 Assist with Science Department displays, exhibitions, open evenings, events and other school activities as required.
- 3.7.2 Support the organisation and presentation of departmental resources and teaching materials.
- 3.7.3 Contribute positively to the wider work of the Science Department and school.
- 3.7.4 Work collaboratively with teaching staff, support staff, site staff and external providers as appropriate.

4. Safeguarding and General Responsibilities

The postholder will:

- 4.1 Be aware of, understand and comply with the school's policies and procedures relating to safeguarding and child protection, health and safety, equality, confidentiality and data protection.
- 4.2 Have a responsibility to safeguard and promote the welfare of children and young people and report any concerns in accordance with school procedures.
- 4.3 Maintain appropriate professional boundaries and standards of conduct when working with pupils.
- 4.4 Participate in relevant safeguarding, health and safety and other mandatory training.
- 4.5 Participate in the school's appraisal process and undertake appropriate professional development.
- 4.6 Attend relevant meetings and training as required.
- 4.7 Promote equality of opportunity and contribute to an inclusive working and learning environment.
- 4.8 Support and promote the agreed vision, values and aims of the school.
- 4.9 Demonstrate high standards of personal integrity, professionalism and conduct.
- 4.10 Undertake other reasonable duties appropriate to the nature and grade of the post as required by the Headteacher or Head of Science.

5. Supervision

Supervising Officer: Head of Science

The postholder will be expected to plan and organise their own workload, using initiative and professional judgement to meet agreed departmental objectives and priorities.

6. Line Management Responsibilities

The Senior Science Technician will have responsibility for the day-to-day line management and supervision of Science Technician staff as determined by the school's staffing structure.

7. Review of Job Description

This job description provides an outline of the main duties and responsibilities of the post and is not intended to be an exhaustive list.

The duties and responsibilities may be reviewed and amended from time to time, following appropriate consultation with the postholder, to reflect the changing needs of the school and the requirements of the role.

The postholder may also be required to undertake other reasonable duties that are commensurate with the nature and grade of the post.