



Senior Science Technician Job Description

Start Date: 11th July 2022 or as soon after that as possible

Contract Type: Permanent

Salary: Scale 6 Point 18 (£26,449 per annum)

Hours: 36 hours per week, Term-time + 3 weeks

Line Manager: Curriculum Leader for Science

Purpose of Job:

To supervise, coordinate and be able to take responsibility for the work of our Science Technical Team, in covering the preparation of practical classes and resources for biology, chemistry and physics as well as a number of clubs that run during lunch times. A flexible approach to duties is essential, late and early working may be required on occasions to fit in with specific events e.g. the national science week celebrations.

Duties and Responsibilities:

- Maintenance of stock levels of equipment in all Laboratories and preparation rooms.
- Make purchase of supplies and for use in lessons, as and when required.
- Maintain an accurate inventory of all apparatus and equipment. Monitor and control an efficient stock control system and associated records of the department.
- Receive and check deliveries and associated invoices informing the appropriate person for discrepancies.
- Maintaining records of textbooks and other resources on loan to staff and students.
- Provide appropriate care of plants kept for Science educational purposes.
- Preparing apparatus, materials, solutions and setting up/checking equipment and apparatus for use in practical classes as well as setting up demonstrations and delivering these when requested, ready for use by class teachers. This may include laptops or any ICT resources used in class teaching.
- Photocopying of resources for lessons.
- Preparation of exam papers for classes with guidance by teachers.
- Liaising with curriculum leaders over use of equipment and stock.
- Arranging for apparatus/equipment including worksheets, books, hazard information and audio-visuals to be available in rooms or lessons.
- When required assist teaching staff and students, including beginner teachers, in lessons, as and when required e.g. assisting to trial experiments before they done by students in the classroom.
- When required give advice and guidance to teaching staff, as appropriate, on scientific equipment and procedures needed for lessons i.e. advice on best experimental approach and safety recommendations.
- Under the guidance of a teacher, support individual or groups of pupils during practical aspects of the curriculum.
- Contribute to the development and implementation of new courses in close liaison with the Curriculum leader.
- Attending, participating and representing technicians in learning area meetings and local technician meetings. Attending external meetings and training courses.
- Setting up computers for use with data collection equipment.
- Use of ICT to reorganise stock control and departmental administration.

- Assisting with collection and cataloguing of sundry worksheets, books, audio visual aids and materials electronically.
- Retrieving and clearing away apparatus etc.
- Basic construction and modification of apparatus.
- General maintenance (including cleaning) of apparatus and equipment.
- Basic maintenance of general laboratory services and facilities. To include cleaning sinks chemicals on bench tops and spillages of chemicals on floor.
- Other appropriate duties as requested by the Curriculum Leader for Science or Leadership Team. This may involve work in any area of the department and on any site of the school.

Health and Safety

- Maintain up to date knowledge and understanding of Health and safety regulations as well as new developments in legislation and complete safety audits as directed on science equipment and laboratory facilities.
- Participation in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School policies.
- Advising the curriculum leader of any problems including safety aspects.
- Work closely with the school's Radiation Protection Officer and the Radiation Protection Advisor to ensure the safe storage and use of radioactive materials.
- Undertake routine maintenance, safety checks, cleaning of laboratory equipment, carrying out or organising repairs for faulty equipment and other identified faults as necessary.
- Ensure that regular checks of equipment and chemicals e.g. fume cupboards; electrical equipment, hazardous chemicals and radioactive materials are carried out by an authorised agency and keep records of these checks.
- Safe storage and/or disposal of apparatus, materials, chemical, biological and radioactive waste materials in accordance with school procedures and legal requirements/regulations, reporting to the relevant source of any deterioration and defects in equipment, materials and supply of services (electrical/gas/water).
- Assist in the promotion and observance of a safe working environment, including contributing to writing and reviewing risk assessments. Then distributing these to students and teachers as needed.
- Ensure all chemicals have COSHH/CLEAPS records and that the store remains locked at all times when not in use.
- Keep a record of and report all accidents, incidents and dangerous occurrences to the Curriculum leader and appropriate staff.
- Leading on our annual Health and safety checks
- To be a trained first aider.

Generic responsibilities

- Carry out responsibilities with due regard to School policy, organisation and arrangements for Health & Safety at work, Equality Law and Keeping Children Safe in Education.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform duties of a similar nature as from time to time may be required by the Head Teacher. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To be willing to undertake fire marshal duties and training as directed by the Leadership Team.
- To undertake appraisal for other technicians in the department.

- To evaluate and improve your own practice, and take responsibility for personal professional development. This may lead to improvements in the day-to-day running of the school.
- To maintain professional portfolio of evidence to support the appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- To undertake duties that lie within the post holder's competence. This will contribute to the learning environment within the school, which may be required from time to time.
- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role, as may be required by the Head Teacher.

Additional duties and tasks will be negotiated and agreed at the time of appointment, and/or appraisal review at the direction of the Headteacher.

This Job Description is current at the date shown. In consultation with your Line Manager or Head Teacher this description may change to reflect or anticipate changes in the job with respect to the salary and job title. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation of the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and Code of Conduct. All above duties to be carried out in line with current Health & Safety legislation.