

## Job Description for Support Staff

<b>Job Title:</b>	Senior Science Technician	
<b>Salary:</b>	<b>Grade:</b>	WAT Grade E, Pts 10 -14
<b>Place of work:</b>	St Augustine Academy	
<b>Reports to:</b>	<b>Job Title:</b>	Head of Science

### Role Content and Purpose:

- To provide technical support to the Science department, including supporting teachers to ensure effective teaching and learning
- To ensure compliance with health & safety regulations by all members of the Science department.
- To ensure effective administration of the day to day activities of the prep room and the department as a whole.
- To assist with stock control within the Science department.
- To assist with ensuring all equipment is in the best serviceable order.

### Accountabilities

- To ensure efficient use of resources.
- To ensure all health and safety requirements are fulfilled.
- To ensure all lessons are appropriately resourced and prepared.

## Main duties:

- To assist with all reasonable requests by the Head of Science and department staff
- To assist with effective practical class experiments and to provide practical assistance to staff and students during lessons, as required
- To support and guide students, under the direction of the teacher, in their learning within this curriculum area
- To ensure efficient preparation and delivery of apparatus and materials to support teaching staff, as requested in accordance with departmental procedures
- To ensure the equipment and working environment is appropriately maintained and clean, with equipment stored appropriately after usage, to enable effective teaching and learning to take place
- To regularly check/test equipment, and keep maintenance logs as required by the business manager
- To assist the site team with the maintenance of the general fabric of furnishings and fittings of laboratories, by inspection and report
- To maintain a working knowledge of current safety requirements, and to implement changes in practice to meet safety requirements, as necessary
- To ensure regular testing of radioactive sources, in compliance with regulations, and appropriate logging of usage, after appropriate training
- To ensure safe/secure storage and disposal of materials, with particular reference to chemicals, after appropriate training
- To ensure safety, and safe usage, of elements such as fume cupboards
- To advise teaching staff and others of any potential health and safety hazards
- To undertake risk assessments of prep room activities within the department under the direction of the Head of Department and to advise teaching staff of issues that would affect their classroom risk assessments
- To support staff with the scanning, printing and preparing of learning resources
- To undertake appropriate professional development opportunities as may be available
- To be alert to the Health and Safety of the working environment and to advise the Head of Department of any health and safety concerns
- To participate in the school's annual system of performance management
- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by jobholders within

this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge, and experience in the role.

#### **Additional expectations for Senior Technician:**

- Maintain up to date Health & Safety data for the department and report to the Health & Safety committee
- Take a lead and coordinate the assessment, monitoring and review of both health and safety procedures and information resources
- Carry out annual risk assessment of the department and monitor and review risk assessments for the prep room activities, and to ensure the health and safety regulations in relation to equipment and materials used by staff and pupils
- Manage stock control and ordering of consumables for the department in collaboration with the department budget holder/Head of Department and by liaising with the Finance Department, and take a lead negotiating with suppliers
- Maintain lab logger templates and health and safety details within lab logger and the schemes of work documentation
- Line manage technical staff within the department, including performance management and training, ensure requisition systems are maintained and followed to allow for fair distribution of workload amongst the technical team
- Assist the RPS for the department with all matters pertaining to radioactivity and ensure necessary records are kept and laws complied with
- Keep accurate inventory records for the purposes of capital inventory, fire safety and SYC compliance and liaise with the Business Manager where appropriate
- Maintain service records for equipment within the department that require regular statutory checks and ensure that a service schedule for other serviceable equipment is implemented
- Ensure security of equipment and chemicals within the department
- Carry out whole department or individual training on practical methods where required to enhance the quality of practical work
- To review practical methods regularly with head of Department and suggest changes/improvements where appropriate

- Oversight of department risk assessments and Health & Safety policy in consultation with the Head of Department
- Directing and allocating the work of science technician within the curriculum area; monitoring and directing their work; assisting with their professional development, advising teaching staff on the appropriate and safe use of equipment

**Additional expectations – all staff are expected to:**

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

**Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

**Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

**Signed:** ..... **Date:** .....

**Signed:** .....  
**(Principal)**