

JOB DESCRIPTION
WOODSIDE HIGH SCHOOL

Senior Science Technician

Responsible:	Principal
Line Manager:	Head of Faculty/Head of Department
Grade:	SO1
Hours:	36
Weeks:	52

Main Purpose of the Post

The Senior Science Technician is to provide high quality and timely technical services to support the delivery of the science curriculum. The post holder will report to the Head of Faculty.

The principal responsibilities will include:

1. To direct and support the work of Science Technicians in order to ensure that the class teacher is able to deliver the planned science curriculum. To participate in the recruitment, induction, appraisal and on-going training of science technicians. To take initial corrective measure in the event of under performance
2. To ensure the provision and set up of all equipment, chemicals and specimen for practical sessions and examination including constructing, setting and dismantling equipment as required
3. Advise and support teaching staff in the safe and proper use of equipment and contribute to demonstrations as required.
4. Carry out minor repairs to equipment and arrange for more complex repairs to be carried out by suppliers/external organisations.
5. Ensure that laboratories and equipment are kept in clean, safe and tidy environment at all times chemicals and equipment are stored and used in accordance to the Health and Safety legislation and good practice.
6. Monitor and control supplies of stock and inform Head of Faculty when supplies are needed. Check goods against the orders made and carry out inventory checks on daily basis.
7. Ensure safe disposal of harmful chemicals and biological specimen and that standard solutions and other agents are maintained in the laboratories.
8. Keep up to date with COSH Legislation.

9. Ensure that plants and animals are cared for properly appropriately.

10. Assist in Science classes

Specific Responsibilities will include:

Key Responsibilities	Activities That Are Likely To Be Carried Out	Suggested Frequency
To be responsible to the Head of Science Faculty in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.	Organise the technical support team to: <ul style="list-style-type: none"> Assist in practical classes, carry out demonstrations, prepare resources and assemble apparatus. Give technical advice to teachers, technicians and students. Carry out risk assessments for technician activities. 	Daily Daily Daily
To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service by: <ul style="list-style-type: none"> actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources; keeping up-to-date with current procedures and practices through continuing professional development; the provision of technical advice on health & safety issues to teachers and technical support staff; the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials. 	<ul style="list-style-type: none"> Ensuring the technician team keeps up to date with health & safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend courses. Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending Faculty meetings and informing and/or updating the Faculty on technical issues. 	As required Daily As required As required As required As required
To ensure that the technical team is	<ul style="list-style-type: none"> Managing, monitoring 	Daily

resourced, organised and developed to meet the performance standards required by the department.	performance and supervising colleagues.	
To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.	<ul style="list-style-type: none"> ▪ Designing, constructing and modifying apparatus. ▪ Setting up and caring for plant and animal collections. ▪ Preparing standard solutions, etc, purifying chemicals, treating waste. 	<p>As required</p> <p>Daily</p> <p>As required</p>
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> • Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records; • Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy; • Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy. 	<ul style="list-style-type: none"> ▪ Maintaining resources. ▪ Keeping stock records. ▪ Ordering stock. ▪ Keeping financial records. 	<p>As required</p> <p>Annually</p> <p>As required</p> <p>Weekly</p>
To undertake the lead role within the science department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.	<ul style="list-style-type: none"> ▪ Ensuring the department's resources are maintained to the required standards. 	Weekly

Person Specification

- Has relevant qualifications and experience
- Has minimum of one year's experience working with children and young people ideally in a similar environment
- Works collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to the team
- Is resilient and demonstrates ability to work well under pressure. Manages time effectively.
- Is willing to work within organisational procedures, processes and to meet required standards for the role.
- Is committed to continual personal and professional development. Is reflective and learns from past experiences.

Woodside High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the commitment