

Job Title: Senior Science Technician

Reporting to: Head of Science

Grade: 6

Overall purpose of the post

Organise, deliver and develop technical services to the science department in order to support the teaching of a range of science subjects.

Main duties and responsibilities

- Prepare and set up equipment and materials ready for use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory;
- Prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work;
- Ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas;
- Undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions;
- Operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue;
- Monitor levels of stock and re-order stock as appropriate, ensuring that appropriate records are kept;
- Assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations;
- Maintain appropriate records, statistics and filing systems in accordance with stated requirements;
- Undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all staff;
- Clean and make safe spills, breakages and related incidents that requires careful handling;
- Carry out specific tasks as directed by the Head of Department;
- Ensure all laboratories are clear at the end of the academy day and are prepared for lessons the next day;
- Provide supervision and guidance within the department, including;

- Ensuring the efficient deployment of Technician(s) throughout the department in order to provide an effective service to teaching staff;
 - Providing advice and guidance to others within the department;
 - Monitoring the standards and quality of work of Technician(s) to ensure support is of a high standard;
 - Reporting any difficulties to the Head of Science, as appropriate.
- To attend departmental meetings when requested by the Head of Department;
 - To participate in training courses as required;
 - To prepare display material as requested and maintain interesting and stimulating displays in laboratory areas.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.