

Job Description

Senior Science Technician

Principal Responsibilities

To contribute to the efficient running of the Science Department

To manage the health and safety aspects of Technician work in Science

Responsible to: The Headteacher and Business Manager via Head of Science

Duties and Responsibilities

- Line manage, supervise and support the technician team
 - Supervising the day to day running of the preparation room
 - Training, where possible, of laboratory technicians in the preparative work including 'A' level requirements
- Support recruitment and professional development of technical staff
- Health and Safety
 - Reporting to the Head of Science if environmental conditions or work undertaken are not in accordance with Health and Safety legislation currently prevailing.
 - Stay up-to-date on Health and Safety requirements, legislation and cleapps advice.
 - Be responsible for Risk Assessments for technician tasks
 - Highlight health and safety requirements in department meetings
 - Provide training to science staff on dealing with chemical spills and other health and safety issues.
 - Checking and ensuring the relevant departmental health and safety plans and risk assessments are in place on an annual basis
 - Reporting any issues to the Business Manager that arise from reviewing health and safety plans/risk assessments
- Preparation of materials for science lessons across the whole school curriculum including the preparation and delivery of materials and equipment for AS/A Level, Chemistry, Physics and Biology, BTEC Science and any other Science courses
 - To be responsible for preparation and delivery of materials and equipment for class use, ie. demonstrations, experiments, examinations and assessments by students and ensuring, by liaison with appropriate members of teaching staff, that adequate hardware is available
- To be responsible for the:
 - Maintenance an effective requisition system including practical templates.
 - maintenance of an up to date chemical record
 - safe storage and monitoring of potentially harmful chemicals
 - maintenance of an up to date inventory
 - preparation of chemical solutions
 - preparation of plant and animal specimens
 - delivery of written materials and stationery
 - cleaning of practical equipment when deemed necessary
 - maintaining a collection of plant, insect and animal specimens
 - maintenance and repair of equipment, plants and tools, including reporting and recording as necessary

- Safe disposal of potentially harmful chemicals.
- Ordering and Budget
 - To be responsible in conjunction the head of department for managing the department budget.
 - To ensure adequate stocks of materials are available, checking deliveries and undertaking annual stock checks. Ordering materials and equipment via the designated member of the administrative staff
 - Discussing Stock requirements with suppliers obtaining quotes and maximising potential discounts.
- Environment Maintenance
 - Maintenance of an effective learning and working environment where the faculty has responsibility
 - To ensure that safety checks on equipment and the working environment take place as and when required
 - Support members of teaching staff in maintaining a tidy working environment where all materials and equipment are secure
 - To report to the Head of Science and the site team if environmental conditions within a laboratory are substandard
 - To assist in the maintenance of effective display within the faculty environment
- Supporting Teaching Staff
 - Training of new and existing teaching staff on practical skills and class practical work
 - Supporting teaching staff with practical work in the classroom where necessary
 - Carrying out class demonstrations as required.
 - Trialling of new practical methods providing example results and highlighting, hazards or equipment requirements
 - Photocopy resources as requested
- To raise the profile of the science department within HGSS and the local community including:
 - Attending Bucks science technician meetings and actively contributing to the Bucks science technician network.
 - Loaning equipment to other local primary and secondary school
 - Providing science support, where practicable, to other schools without negatively affecting core responsibilities.

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date