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|  | | | | | **JOB DESCRIPTION** | | | **N:\Final logos\Web\Low res\Final logo LR.jpg** | | | |
| **Job title:** | | | **SENIOR SCIENCE TECHNICIAN** | | | | **Grade:** | | | 6 | |
| **Reports to:** | | | Curriculum Leader – Science | | | | | | | | |
| **1.** | **MAIN PURPOSE OF JOB**  To provide leadership within the technical team to contribute seamlessly to overarching departmental goals.  This will mean fostering a culture of excellence that embodies ambition for all our students.  One key element of the role will involve establishing and operating effective structures that are designed to support the fulfilment of our departmental vision for excellence.    The support service provided will enable a safe and well equipped environment for practical work, promoting high quality teaching for all our pupils.  The role entails providing supervision and direction to other Technicians.  To provide a support service to the specified department enabling a safe and well equipped environment for practical work to support the teaching of the subject to all pupils.  To provide supervision and direction to other Technicians. | | | | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | | | |
|  | i. | Supervision and deployment of technician staff and provision of practical training. | | | | | | | | | |
|  | ii. | Ensuring the classrooms are equipped and prepared for lessons including the preparation of materials, apparatus or specimens which may be required for demonstrations or practical work. Maintaining appropriate levels of materials and resources. | | | | | | | | | |
|  | iii. | Setting up and testing experiments/demonstrations and ensuring they will work satisfactorily and safely. | | | | | | | | | |
|  | iv. | Cleaning of apparatus/equipment used by staff and pupils if it is complex, specialised or potentially dangerous. | | | | | | | | | |
|  | v. | Inspecting and arranging for repairs to classroom equipment and services. | | | | | | | | | |
|  | vi. | Maintaining apparatus and equipment in good working order and carrying out minor repairs where appropriate and within guidelines. | | | | | | | | | |
|  | vii. | Testing new practical demonstrations and assisting in devising new practical work. | | | | | | | | | |
|  | viii. | Construction and/or modification of equipment including mounting and display. | | | | | | | | | |
|  | ix. | Assisting with the safe disposal of waste materials in line with relevant policies. | | | | | | | | | |
|  | x. | Inspection, maintenance and correct use of safety equipment. | | | | | | | | | |
|  | xi. | Where appropriate assisting teaching staff with first aid treatment of minor injuries and the maintenance of first aid equipment. | | | | | | | | | |
|  | xii. | Operating an efficient system for stocking, storing, transporting and distributing all items used in the department. | | | | | | | | | |
|  | xiii. | Taking responsibility for documentation systems (cataloguing, filing, worksheets etc). | | | | | | | | | |
|  | xiv. | Dealing with petty cash purchases. | | | | | | | | | |
|  | xv. | Responsible through the Head of Department for the maintenance and upkeep of the classrooms and advising on any suggestions for improvements. | | | | | | | | | |
|  | xvi. | Initiating, operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordination common stock between sections | | | | | | | | | |
|  | xvii. | Keeping legal records as required. | | | | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Manages and supervises the work of other technicians and support staff – usually up to 5 staff. | | | | | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  Assists in the production of classroom displays.  Senior technicians are required to develop practical ideas on how demonstrations or practical work can be made more interesting and rewarding**.** | | | | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * **Internal**   Has direct and regular involvement with departmental teachers, supply teachers, site managers and other technicians. Occasional contact with other teaching staff, the Head and Deputy Head, Bursar and administration staff.   * + **External**   Comes into contact with maintenance staff, and some external contractors. | | | | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences** Discretion The postholder is responsible for providing health & safety advice including restrictions or control measures. Safety decisions are largely influenced by legislation, especially Health & Safety and COSHH (Control of Substances Hazardous to Health) Regulations. **Consequences:** Giving the correct safety advice and ensuring that the correct controls measures are in place ensures the personal safety of pupils and staff. | | | | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  Responsible for the proper use and safekeeping of equipment. Will be responsible for the ordering of some stock items (e.g. chemicals, scientific equipment and stationary) for the department. | | | | | | | | | | |
| **8.** | **WORK ENVIRONMENT** Work demands Daily work is subject to deadlines and involves some changing demands but not involving any significant change to the programme. Physical demandsWork requires normal physical effort with some lifting and carrying equipment and may involve the handling of potentially harmful materials. This should be carried out in line with the schools back care and manual handling policy, COSHH regulations and any other relevant legislation or regulations.Working conditionsWork is normally classroom based but may also involve contact with potentially harmful substances.Work context Work may involve contact with potentially hazardous circumstances but training and protective equipment is provided where appropriate. May involve lone working where lone working procedures need to be observed. | | | | | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS** Minimum of 5 GCSE or equivalent proficiency including English and mathsShould have:  * + Experience in specified area of work and practical skills and/or a subject relevant qualification   + Ability to use equipment and materials   + Organisational skills   + Computer skills eg ECDL or equivalent proficiency   + Effective communication skills   Practical knowledge of:   * + Health and safety legislation including COSHH   + First aid   + Risk assessment   + Safe manual handling techniques   + School policies, procedures and protocols | | | | | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Head of Department  Other jobs at this level:  THIS JOB  Jobs reporting up to this one:  Technicians | | | | | | | | | | |
| **Job Description agreed by:** | | | | **Name:** | | **Signature:** | | | **Date:** | |
| Job Holder | | | |  | |  | | |  | |