



Job description for Senior Science Technician (Scale 6)

Line manager:

The post holder will be responsible to the Head of Science

Core responsibilities and duties:

- Have an overall responsibility for the organisation and safety of the prep rooms.
- To line manage and motivate the Science technicians.
- To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science department.
- To oversee the maintenance of the department's practical resources and chemicals, ensuring their safe organisation and storage in order to guarantee safe and effective upkeep.
- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved.
- To carry out health & safety and risk assessments relating to laboratory work.
- To oversee the overall safety and security of the department e.g. holding keys
- To be responsible for the safe preparation, and to oversee the safe preparation of, more hazardous materials in accordance with the relevant COSHH regulations and assessments.
- To be responsible for the safe disposal of, or overseeing the safe disposal of hazardous materials/substances including chemical and microbiological waste in accordance with Health & Safety/statutory guidelines, contacting the relevant external agencies as necessary.
- To lead on the production of an inventory of equipment and stock control in order to maintain a supply of equipment for teaching use.
- To advise the Head of Science on equipment required and order stock as directed by the Head of Science so that resources are adequate for lessons.
- To order, receive and check deliveries of supplies, in line with the school's financial procedures, to ensure accuracy from suppliers.
- To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff.
- To support students in the classroom environment to assist in the learning process where appropriate.
- To research and provide technical support to staff, particularly to support at KS4 and KS5.
- To liaise with equipment providers and the finance department to ensure good quality provision and value for money.
- To carry out other reasonable duties as requested by the Head of Department or the Headteacher.

