



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	SENIOR SCIENCE TECHNICIAN
<b>JOB HOLDER:</b>	
<b>LOCATION:</b>	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
<b>LINE MANAGER:</b>	HEAD OF DEPARTMENT
<b>JOB GRADE:</b>	7 (SCP 15-22)
<b>HOURS OF WORK:</b>	15 HOURS PER WEEK

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## **STATEMENT OF PURPOSE**

To work under the guidance of senior staff to provide a technical support service to the Science department.

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## **MAIN DUTIES AND RESPONSIBILITIES**

### **Line Management**

- To be responsible for the line management of two members of staff within the Science department.
- To liaise between managers, teaching staff and technicians to support the efficient and smooth running of the Science department.
- To hold regular team meetings with technicians to oversee daily, weekly and monthly support for the Science department.
- To undertake recruitment, induction, appraisal, training and mentoring of technician staff.

### **Support to the classroom**

- To co-ordinate the preparation and distribution of apparatus to the laboratories as requested by teaching staff.
- To advise and check work that is carried out in the science laboratories by outside contractors.
- To attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- To set up and try out experiments before lessons, assessments and examinations to ensure that they work.
- To prepare complex practical experiments for sixth form Physics, Chemistry and Biology assessed practical experiments.
- To assist in/organise cover work when teaching staff are absent.

### **Resources:**

- To assist with the development of resources.
- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus.

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- To operate audio-visual equipment and arrangements for appropriate maintenance and servicing.
  - To collect materials from school grounds and local suppliers.
  - To prepare and make teaching aids as required.
  - To drive the school minibus on Science trips.

**Administration:**

- To carry out annual audit of stock.
- To keep a record of the curriculum area budget.
- To have overview of stationery and stock and maintain supplies.
- To liaise with suppliers who supply chemicals, equipment, books and obtain best discounts and reconcile any discrepancies.
- To source and evaluate new materials according to staff requests or changes in curriculum/schemes of work.
- To help with the organisation of faculty Science trips including help with the supervision of students during the trip.

**Support to the department:**

- To design or assist in design of new or refurbishment projects i.e. new computer room, Prep. Room, specified Lab(s), New Labs
- Support to the classroom

**Health, safety and security:**

- To be responsible for the safe storage of chemicals and apparatus.
- To act as health and safety representative for the Science curriculum area, and attend Health and Safety meetings as required.
- To deal with emergencies in classes, breakages and spillages of chemicals.
- To have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- To take care of plants and any animals within the area.
- To maintain and clean any scientific apparatus on an annual basis.
- To check materials and equipment before and after use by class for quantity and damage.
- To ensure PAT tests on all electrical equipment for electrical safety is completed at least once every 12 months and ensure all new and repaired equipment is tested prior to use. Maintain records of these tests.
- To prepare Science Health and Safety Policy and review each year with respect to any changes in the department.
- To prepare Science risk assessments and review as needed.
- To maintain Science Health and Safety section on the staff share, making sure that all staff have access to latest information from CLEAPSS, Staffs CC, access to risk assessments, Hazards, Recipe Cards and both the Science and school Health and Safety Policy.
- To conduct yearly risk assessment of whole department i.e. labs, offices, furniture, fittings, corridors, stairs etc and prepare report.
- To open and close labs/prep rooms morning and night and ensure gas and electricity are switched off at night [unless] in use.

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- To complete daily visual checks of all labs i.e. gas taps, electrical sockets, lights – any faults are reported for repair.
  - To conduct monthly safety checks of gas taps, gas isolators, electrical sockets [using socket tester], electrical trip switches and fume cupboards and maintain records. To ensure any faults to gas or electrical services result in the area being isolated until the fault is repaired.
  - To ensure that chemicals are used, stored and disposed of correctly, inline with COSHH regulations.
  - To advise staff on Health and Safety queries regarding Science experiments.
  - To explain/teach staff about science experiments i.e. ASTs – new experiments, produce risk assessments for new ones they may think up.

**Academy Support:**

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as and when necessary.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the academy day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

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**NOTES**

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

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This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

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Signature ..... Date .....  
(Job Holder)

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