



JOB DESCRIPTION

SENIOR SCIENCE TECHNICIAN

Name:

Scale: 3C

Responsible to: Team Leader of Science

Job Purpose: *To be responsible to the Team Leader of Science in co-ordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations*

Main Duties and Responsibilities

1. To organise the technical support team to the Science department, including:
 - Assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.
 - Assisting with the distribution and collection of ICT equipment.
 - Giving technical advice to teachers, technicians and students.
 - Carrying out risk assessments for technician activities.
2. To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:
 - Actively leading and co-ordinating the assessment, monitoring and review of both health and safety procedures and information resources.
 - Keep up to date with current procedures and practices through continuing professional development.
 - Ensuring the technician team keeps up to date with health and safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend relevant training courses.
 - The provision of technical advice on health and safety issues to teachers, technical support staff and students.
 - The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
 - Check fume cupboards, pressure vessels and first aid kits; carrying out electrical and other safety checks, etc
 - The healthy and safe storage and accessibility of equipment and materials.
 - Attending department meetings.



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3. To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department including managing, monitoring performance and supervising colleagues.
4. To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum to include:
 - Designing, constructing and modifying apparatus.
 - Setting-up and caring for plant and animal collections.
 - Preparing standard solutions, etc, purifying chemicals and treating waste.
5. To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
 - Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.
 - Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.
 - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
6. To undertake the lead role within the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
7. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
8. To undertake other duties of a similar level and responsibility as may be required from time to time.

Employee Signature:

Line Manager Signature:

Signed:

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Date:

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