



Job Description

Name:

Job Title: Senior Science Technician

Grade: Grade 5 Point 15

Responsible To: 2nd in Faculty of Science

Responsible for: The maintenance and effective operation of equipment and resources in the science department. To ensure science teachers have the equipment and resources they need to provide excellent opportunities for students to learn.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Duties and Responsibilities:

- To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculums, including liaising with teaching staff and support staff outside the department.
 - Ensure high quality preparation of resources, assembling apparatus is maintained.
 - Obtaining materials by local purchase.
 - Giving technical advice to teachers, assistants and students.
 - Carrying out or assist in the preparation of risk assessments for technician activities and experiments.
- Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including from CLEAPSS, HSE and C.O.S.H.H.
- To ensure the maintenance of a healthy & safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources.
 - Keeping up to date with current procedures and practices through continuing professional development.
 - The provision of technical advice and support on health & safety issues to teaching and trainee/other technical staff.
 - The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - The healthy & safe storage and accessibility of equipment and materials.

- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.
- Ensure all science equipment is in serviceable and usable order or to arrange for repairs where necessary. Ensuring teaching areas are in good order and a generally safe environment.
- Work with specialism teachers (Chemistry/Physics/Biology) to develop / adapt practicals to suit our learners and schemes of work.
- Ensure all guidance in L093 in regard to Radiation use is implemented by working alongside all RPS(Schools).
- To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.
 - Checking stock, ordering.
 - Keeping stock records.
 - Maintaining resources.
 - To place orders as necessary.
- To report health and safety concerns and potential hazards in a timely manner.
- To attend training relevant to the post held as the need or opportunity arises.
- To provide feedback to the relevant line manager/s where necessary and as requested.
- To carry out all duties in a safe manner and in line with current school policies and procedures.
- To carry out a lunch duty on a rota basis.
- To assist with invigilation of examinations in busy periods.
- To perform, in accordance with any directions, duties which may reasonably be given to you by the Headteacher from time to time.

Personal Qualities:

- Excellent interpersonal and communication skills and an ability to work collaboratively with staff and students.
- Able to communicate clearly, concisely and logically both verbally and in writing.
- The ability to build productive relationships with colleagues and students.
- Enthusiasm, hard-work, integrity, flexibility and resilience.
- Emotional resilience in working with young people.

Personal Responsibilities:

- Hold positive values and attitudes in line with the academy values and have high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout Stoke High School – Ormiston Academy and OAT.
- Willingly engage with training and development as required by the academy.
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Signature _____ Date _____