



Tudor Grange Academies Trust

Senior Science Technician

Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

Our ethos and values mean that we have high aspirations of our students and expect them to behave 'The Right Way'. We want all our students to become responsible, respectful young adults who are ready to flourish in all aspects of life.

To lead the technician team to ensure a healthy and safe working environment through the routine maintenance of equipment and prep rooms and to provide enriching practical opportunities for our students.

Specific tasks

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

General

- To coordinate and lead the technician team in the preparation of materials and equipment.
- The generation of practical requisition sheets on a weekly basis, informing department of any issues/difficulties/alternatives solutions.
- To ensure that cover work generated by teaching staff in the department is supplied to the cover teacher.
- Manage the use of resources to meet the needs of the department, ensuring that key resources and chemical supplies remain stocked and are sourced within the constraints of the department budget. To support the Head of department in the ordering and purchasing of science equipment to include the handling of petty cash.
- Co-ordinate the use of practical resources and facilities and aid and advise in meeting the needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the head of departments/faculty, ensuring that all key stages have the relevant equipment and chemicals to carry out required practical's and practical linked to new specifications.
- Share specialist expertise and skills with others such as demonstrating the use of equipment to nonspecialist and trialling new practical's to obtain best practise data.
- To maintain and repair science equipment as required.
- Assembling or setting up apparatus.
- Ensuring correct materials are available for each member of staff's lesson.
- Assist with risk assessments for technicians' activities.
- Assist with practical lessons, ensuring that practical work has been trialled.
- Setting up and caring for animal and plant collections.

- Prepare for the clear away after classes ensuring cleaning and checking of equipment and apparatus.
- General care of equipment and ensuring that faults are reported as necessary.
- To support staff in the development of practical skills and demonstrations.
- Be involved in the recruitment process of technicians.
- To engage actively in the performance review process including the line management of other technicians in the department.
- Attendance at appropriate staff meetings and parents' evenings including but not limited to open evening, INSET sessions and after-school clubs as required.

To ensure the maintenance of a health and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Contribute to the development and implementation of policies relating to the activities and practise of teachers and technicians such as reviewing and revising risk assessments and ensuring we are compliant with all relevant statutory guidance about radioactive sources.
- Keeping up to date with current procedures and practices through continuing professional development.
- Assist in the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Providing for healthy, safe and clean storage and accessibility of equipment and materials.

Generic responsibilities

- To undertake any reasonable duties as requested by the individual's Line Manager
- A positive attitude and commitment to producing excellent customer service (internal and external).
- A positive attitude and commitment to continuous improvement.
- A positive commitment to team working and participation.
- Excellent communication skills.
- To adhere to the ethos of the school and set an example of personal integrity and professionalism.
- To continue personal development as agreed.

Line Manager:

Curriculum Lead for Science