
Hitchin Boys' School

Job Description



Position: Senior Science Technician

Reporting to: Head of Science

Working hours: 8:15am to 4:15pm based on 35 hrs per week (some flexibility 30-35 hrs offered)

Working weeks per year: Term time +

Job Purpose:

Responsible to the Head 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.

Responsibilities specific to the role:

- Lead a team of science technicians to provide support and prepare and maintain specialist equipment and resources for demonstration or use by the students.
- To manage the standards of work of the other laboratory technician staff and for the suitable allocation of tasks and areas of responsibilities to ensure the support services for science teaching in school.
- To be responsible for ensuring that newly appointed technicians are inducted into the department.
- Actively lead and coordinate the assessment, monitoring and review of both health & safety procedures and information resources and advise science teachers of CLEAPSS/COSHH recommendations.
- Carry out risk assessments for technician activities.
- Ensure technical team keeps up to date with health & safety developments in practical science by ensuring that relevant literature is available and coordinating courses for the technical team to attend.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Ensure the safe storage of equipment and materials.
- Ensure the technical team is resourced, organised and development to meet the requirements of the department.
- Provide professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.
- Operate and administer stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries and coordinating common stock between sections.
- Ensure department's resources are maintained to the required standards.
- Monitor department spending in conjunction with the Head of Science and the Finance department, including keeping accurate records of requisitions.
- Take responsibility for the organisation of the prep rooms and the distribution of resources.
- Delegate responsibility where appropriate.
- Carry out administrative duties as required by the Head of Science or Lead teachers in Biology, Chemistry and Physics.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following 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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Print name	Print name
(Member of staff)	(Line Manager)
Signed	Signed
(Member of staff)	(Line manager)
Date	Date
(Member of staff)	(Line Manager)