

# Job description

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Senior Science Technician



## Job Title:

Senior Science Technician

## Salary:

H5 pro-rata

Full time salary range £27,982 -  
£30,268

Actual annual salary £9,485 - £13,681

## Contract:

Permanent, part time

15 – 20 hours per week

Term time only (38 weeks)

## The Role:

The core work of the Senior Science Technician will be driven by the Director of Learning.

### Core Accountabilities

- Support the Science Director of Learning to ensure smooth running of the Science department
- Manage the science technician team to facilitate the provision, preparation and clearing of resources for practical activities within the Science Faculty, having due regard to safe practice and risk assessments.

# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

## Key Tasks

### *Practical Support:*

- Arrange for the provision, preparation and clearing of practical activities within the Science Faculty
- Provide technical and practical support to the teachers (including in lessons where appropriate)
- Maintain stocks of equipment, consumable materials and 'paper' resources through ordering, local purchase, manufacture and repair.
- Maintain electronic resources
- Ensure equipment complies with current guidance and meets curriculum needs
- Care of plant resources
- Ensure safe disposal of waste materials
- Maintain preparation laboratories in clean and tidy condition to minimise risks associated with limited work space
- Manage stocks of factsheets, worksheets, textbooks and inventories as requested
- Ensure compliance with all current relevant CLEAPSS guidance
- Organise training for members of technician team
- Monitor performance of other technicians
- Maintain departmental financial records
- Assist with department H&S policy and risk assessments
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person

### *Additional Information:*

- The post holder is required to contribute to and support the overall aims and ethos of the school
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices

This job description will be reviewed annually 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.

# Person Specification:

Criteria	Details	Essential	Desirable
<b>Qualifications and training</b>	Good standard of Literacy and Numeracy	✓	
	Willingness to undertake work related training	✓	
<b>Experience</b>	Experience of working in a laboratory or similar field	✓	
	Experience of working in a school environment		✓
	Experience of working with children or young people		✓
<b>Skills and knowledge</b>	Understanding of health and safety regulations (COSHH) regarding chemical storage and usage	✓	
	Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	✓	
	Basic knowledge of science as taught in the classroom		✓
	Good standard of ICT Skills	✓	
<b>Personal qualities</b>	Ability to manage and direct others in their work, and demonstrate an effective leadership and an inclusive management system	✓	
	Ability to plan and organise work to meet tight deadlines	✓	
	Ability to work within strict Health & Safety guidelines	✓	
	Ability to stand for long periods and lift/move equipment	✓	
	Flexibility and adaptability	✓	
	Ability to work individually as well as part of a team	✓	
	Ability to work with staff at all levels	✓	
	Have excellent attention to detail	✓	



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