

THE GRANGE SCHOOL



SENIOR SCIENCE TECHNICIAN



SENIOR SCIENCE TECHNICIAN JOB PROFILE

TITLE:	Senior Science Technician
HOURS:	37 hours per week/39 weeks per year There is annual holiday entitlement starting at 22 days per year plus a good pension scheme
SALARY:	Bucks Pay Range 3 – (FTE: £28,129 to £30,174 depending on experience. Pro rata est. £23,856 to £25,590)

RESPONSIBLE TO: Subject Leader for Science

Summary of Role:

- To assist teachers in delivering outstanding lessons
- To provide technical support for students by preparing tools, equipment, and materials for classrooms, lessons and displays, with a particular focus on practical science
- To provide technical and administrative support to teaching staff in science departments.

MAIN DUTIES AND RESPONSIBILITIES

1. Preparation Room

- To oversee the day to day running of the preparation room, issuing practical preparation tasks within the science technical staff and ensuring that it is kept clean and tidy.
- To be responsible for health and safety in the preparation room areas.
- To ensure that all periodical (weekly, monthly, half termly and annual) checks have been conducted and recorded accordingly.
- To arrange for specialised maintenance to be undertaken as required and ensure that an equipment inventory is kept and updated.

2. Lower School Lesson Preparation

- To supply/clear/wash up and put away apparatus, chemicals, solutions, for all Key Stage 3 and Key Stage 4 lessons which relate to Science.
- To provide technical assistance for Science and Science related lessons as and when necessary.

3. Sixth Form Lesson Preparation/Practicals

- To provide all practical support for, KS5 Science, including supplying/clearing/washing up and putting away apparatus, chemicals and solutions-
- To support required practicals (KS5 Science) including the production of accurate solutions, supplying apparatus and chemicals (large scale). To ensure accuracy in the ordering of the correct quantity and quality of chemicals/apparatus.

4. Ordering for Science Department

- To order all apparatus, equipment and stationery on behalf of all years - across the Science Faculty.

5. Textbook Ordering, Distribution and Stock Control

- To order new stock and organise the distribution of books accordingly.
- To repair and cover books and undertake regular stock control.

6. Budget Monitoring and Documenting for Science

- To support the Subject Leader for science in maintaining the science equipment on the asset register.
- To ensure that adequate stocks of materials are available, submitting orders as appropriate via the designated member of administrative staff. To check deliveries and update/maintain stock records as necessary.

7. Laboratory Servicing/Design

- To ensure that all relevant HAZCARDS and/or CLEAPPS data is supplied for each lesson, as necessary, in consultation with the Subject Leader for Science.
- Discuss suitability, safety and practicality of apparatus and materials requested, where relevant, especially by new teachers.
- Be aware of any health and safety concerns during practical lessons and bring to the attention of the teacher or Subject Leader for Science, as appropriate.
- To ensure the appropriate maintenance of laboratories. To re-stock with apparatus.
- To assist with the initial design of new laboratories and for the selection and ordering of all of the apparatus/equipment for 'fitting out'.
- To support ongoing improvements, furniture selection, etc.
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8. Management of Science Support Staff

- To manage the Science Support Staff and to induct new Science technicians.
- To take an active part in the Performance Management of the school.
- To act as the representative for Science Support Staff during OFSTED inspections.

The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character or level of responsibility.

PERSON SPECIFICATION

The successful candidate will be able to fulfil some, or all, of the following criteria:

- A knowledge of science
- Experience of laboratory work
- An understanding of safety issues
- Good organisational skills
- The ability to show initiative and work independently
- Basic ICT capability
- Some understanding of resource management
- Ability to work collaboratively
- Ability to work under pressure
- Commitment to equal opportunities