

Senior Technician – Science



Job Description



Job Title:	Senior Technician - Science
Responsible to:	Headteacher Head of Department - Science
Job Purpose:	Working with delegated authority and under the overall direction of the Head of Department – Science. Provide a technician support and advice service and meet health and safety standards and the requirements of classes involved.
Salary:	Pay Band I; Scale Point 17 - £32,654 FTE; Actual Salary: £28,087 per annum
Hours:	37 hours per week – Term Time only plus 5 inset days Monday to Friday (unpaid lunch break)

Main responsibilities:

Co-ordinate the use of practical resources and facilities and assist and advise in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. This will include:

- preparing resources and assembling apparatus
- obtaining materials and perishables for practical
- giving technical advice to teachers, other technicians and students in the form of training sessions
- carrying out risk assessments for technician activities
- assisting in practical classes and carrying out demonstrations
- organising and maintaining paper resources and assessments
- assisting in afterschool clubs, open evenings, and preparation for intervention sessions

Ensure and promote the maintenance of a healthy and safe working environment through:

- actively contributing to the assessment, implementation, monitoring and review of both health and 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 technical staff;
- the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards;
- the healthy and safe storage and accessibility of equipment and materials.
- providing emergency first aid to staff and students when required (following training)

Contribute to the design, development and maintenance of specialist resources (e.g. science specific ICT such as data logging) and/or long-term projects.

Offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum. This includes designing, constructing and modifying apparatus; setting up and ensuring the caring for plant and animal collections; preparing standard solutions, purifying chemicals, treating waste.

In consultation with the Head of Science to ensure the availability of suitable materials and equipment, compile orders and liaise or negotiate with suppliers. Sourcing, costing and suggesting economic alternatives to maintain stock levels.

Keep up-to-date records of stock.

Under the overall guidance of the Head of Department ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description 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, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.