



## The St Marylebone Church of England School Job Description

**Post:** Senior Science Technician

**Department:** Science

### **Conditions of Employment**

You are employed in the capacity of Senior Science Technician, subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Church of England ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young people for whom you are responsible with whom you come into contact.

### **Main Duties and Responsibilities**

- Day to day organisation and leadership of the technician team
- Maintaining or arranging for the maintenance of all departmental equipment.
- Responsible for maintenance records.
- Adjustment of apparatus of all types.
- Cleaning and routine care of apparatus and equipment.
- Construction of laboratory apparatus, including modification and some manufacturing.
- Design of experiments and apparatus to illustrate scientific principles.
- Preparing apparatus, materials and solutions, and setting up equipment and apparatus for use in all areas of science.
- Ensuring that technical requirements raised by practical examinations are met.
- Preparing, setting up and testing equipment for core practicals at GCSE and A-level.
- Technical advice and assistance to teachers, technicians and pupils regarding the operation and use of apparatus; carrying out demonstrations and assisting in practical classes as required.
- Organisation and storage of equipment, apparatus and materials, including chemicals and radioactive materials for all sciences.
- Ordering and costing the purchase of all laboratory supplies, under the supervision of the Head of Department.
- Keeping records of expenditures and periodically advising the HoD of the progress of expenditure.
- Carrying out local purchases and keeping petty cash records.
- Responsibility for all areas of safety and compliance with COSHH regulations, including disposal of poisonous waste and biohazard materials, the provision of safety screens, spectacles and garments, and checking first-aid, electrical and fire-fighting equipment.
- Liaison with the Site Manager and other non-teaching staff and occasional liaison with other non-teaching departments.
- Provision of some audio-visual aids and course materials for science lessons.
- Supervision of routine departmental security.

### **Appraisal**

As for all support staff, this role will be subject to the support staff appraisal cycle.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and may be subject to modification or amendment at any time, in consultation with the post-holder.

## Person Specification

### Essential:

- be enthusiastic and willing to learn
- be friendly, positive and approachable
- have the ability to plan ahead, work safely, methodically and accurately
- be able to liaise effectively with both pupils and staff and be willing to work flexibly within the school environment and as part of a team
- have good knowledge, understanding and interest in all aspects of Science, which could include a particular specialism
- have the ability to multi-task in a fast paced department whilst maintaining a calm and professional manner at all times
- have a responsible and conscientious approach to Health & Safety
- have effective interpersonal and management skills in order to guide and direct both new and experienced staff
- have the ability to work under pressure, prioritise and meet deadlines, including the ability to delegate effectively.