



## FINHAM PARK 2

### JOB DESCRIPTION

**Post Title:** Senior Science Technician

**Hours:** 37hours per week, term time only

#### **Line of responsibility:**

The senior laboratory (science) technician will be directly responsible to the Head of Science

#### **Job purpose:**

The senior laboratory (science) technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- The line management of all science technicians including their induction, training and Appraisal.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks. A good understanding of CLEAPPS and COSHH is imperative.

#### **Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

#### **Job specification:**

##### **Operational**

- They shall be responsible for organising the preparation and materials for KS3, KS4 and KS5 Biology, Chemistry and Physics lessons, including stock and standard solutions, specimens and set up apparatus for class demonstrations and practical work
- They will be responsible for the safe delivery of equipment and chemicals to laboratories prior to lessons commencing.
- They will be responsible for testing experiments
- They shall establish and maintain good relationships with all students, colleagues and other professionals.
- They shall organise and monitor the science technicians' workloads to meet departmental needs, delegating tasks appropriately.
- They shall ensure that staff in the science department/s are aware of and comply with all health and safety requirements and other relevant regulations.
- They shall ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department/s.
- They shall liaise with the head of science in order to put in place requirements for practical school and public examinations.
- They shall ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.



- They shall ensure the cleaning and maintenance of glassware, equipment and sinks.
- They shall, under the guidance of the head of science and her/his line manager, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
  - ❖ Working with Head of Department in leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
  - ❖ Keeping up-to-date with current procedures and practices through continuing professional development.
  - ❖ Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
  - ❖ The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
  - ❖ The safe storage and accessibility of equipment and materials.
  - ❖ They shall hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
    - Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
  - ❖ Monitoring, controlling and maintaining financial records of departmental expenditure.
  - ❖ Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
  - ❖ Undertaking the lead role within the technician department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
  - ❖ They shall provide technical assistance to students in-class
  - ❖ They shall carry out and update risk assessments in accordance with school policies.

## Personnel

- They shall establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- They shall identify the training needs of science technicians and organise appropriate development opportunities in discussion with her/his line manager.
- They shall complete science technicians' appraisals, including the setting of appropriate targets.
- They shall maintain attendance and training records for science technicians.

## Administrative

- They shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- They shall source suppliers applying best value principles.
- They shall ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- They shall complete equipment and stock inventories as required.

## General

- They shall attend school events as required.
- They shall attend relevant meetings and training sessions.
- They shall undertake first aid training and responsibilities as required.
- They shall keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.