

**Job Title:** Senior Science Technician

**Salary:** Grade 4 (pro rata to weeks/hours worked)

**Location:** Lyng Hall School

**Hours of work:** 37 per week, term time plus 2 weeks per year



## **Job Description – Senior Science Technician**

Reports to: Head of Subject, Science

### **Key purpose of the job**

To assist the subject leader for Science and teachers to deliver successful practical lessons.

### **Key Responsibilities**

- Preparing equipment and material for KS3, KS4 and KS5 biology, chemistry and physics lessons including stock and standard solutions, specimens and set up apparatus required for class demonstrations and practical work.
- Deliver equipment and chemicals to laboratories in a safe manner. Heavy items to be split when possible, seeking assistance from others when required and transported using appropriate aids.
- Check and return of equipment and chemicals to store after lessons.
- Assisting pupils, teaching staff and training teachers with classroom practicals and demonstrations.
- Discussing with teaching staff best practice in performing demonstrations, conducting practicals and the safe use of chemicals used within said lessons.
- Maintenance of a safe working environment, including the cleaning of laboratory sinks, surfaces and equipment.
- Repair and maintenance of science equipment and reporting equipment for repair if outside the capabilities of the technician.
- Construction and/or modification of science teaching aids and testing new experiments.
- Operating an efficient system for stocking, storing, transporting and distributing all items in department.
- Maintaining a good stock of necessary resources, equipment and materials and operating and administering stock control and ordering procedures, preparation of requisitions, checking deliveries etc.
- Being responsible to the Head of subject and Operations Manager for the maintenance and upkeep of the preparation rooms and advising on any improvements which can be made in this respect.
- Monitoring of store and chemical temperature levels.
- The safe treatment and disposal of used materials including biological, chemical wastes and hazardous substances.

- Taking responsible care for health and safety of self and of others that may be affected by your activities and having a good understanding of CLEAPPS and COSHH.
- Cleaning of apparatus used by teaching staff or pupils if it is difficult or dangerous.
- Sterilisation of equipment and apparatus which may require the use of pressurized equipment.
- To maintain an up-to-date technical knowledge, participate in the school's appraisal system and other procedures to identify development needs.
- To work actively to secure continuing professional growth through participating in the schools training programme and other course/development projects as required.
- To attend department, staff and other briefings as required.
- Be prepared to be trained and operate as a First Aider to the directorate and on a rotational basis for the whole school.
- To undertake other duties as may reasonably be required by the Headteacher.

### **General Responsibilities**

- Operate at all times within the stated policies and practices of the school and the MAT.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

### **Health & Safety Responsibilities**

- Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety Policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To support the department head with ensuring that all COSHH, ACOP, HACCP, risk management, health and safety policies and procedures and other relevant legislation are met.

All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace in accordance with legislation and the school's Safety Policies and Procedures.

