

## Job Description

<b>POST:</b>	<b>Senior Science Technician</b>
<b>GRADE:</b>	<b>Grade 3</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Science</b>
<b>RESPONSIBLE FOR:</b>	<b>Line management of Science Technicians Preparation of resources to assist teachers within Science</b>
<b>WORKING PATTERN:</b>	<b>Term Time 37 hours per week, term time only</b>
<b>KEY RELATIONSHIPS:</b>	<b>Head of Science; Teachers; Science Technicians.</b>

### **1 Job Purpose**

- 1.1 Under the overall direction of the Head of Science to co-ordinate the use of practical resources and facilities
- 1.2 The Senior Science Technician line manages other science technicians, and supervises their professional and pastoral welfare, including in-house Professional Learning, time-keeping, attendance and allocation of work

### **2 Key responsibilities**

- 2.1 To ensure the maintenance of a healthy and safe working environment through:
  - Actively contributing to the assessment, 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 and safety issues to teaching 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.
- 2.2 To assist the Science team with day to day organisation.
- 2.3 To contribute to the design, development and maintenance of Science subject resources.
- 2.4 To support the Science team in ensuring the availability of suitable materials and equipment
- 2.5 To ensure both routine and non- routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

- 2.6 To assist in practical classes and demonstrations
- 2.7 To set up computers and data logging equipment
- 2.8 To monitor, order and organise storage of Science department's level of stock and materials.
- 2.9 To prepare materials in readiness for lessons as requested by staff.
- 2.10 To maintain general tidiness and safe working conditions within the Science area.
- 2.11 To keep abreast of any developments across the Science subjects by attending relevant courses as required by the Head of Science

### **3 Additional duties**

- 3.1 Attend team meetings and staff meetings as required
- 3.2 Maintain confidentiality inside and outside the workplace
- 3.3 Understand and apply Arthur Terry Learning Partnership and school policies
- 3.4 Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team

I understand that all school policies in the staff secure area are available on the school Intranet and it is my responsibility to familiarise myself with these policies.

**Signed** ..... **Headteacher**

..... **Postholder**

.....**Date**