

HORSFORTH SCHOOL JOB DESCRIPTION

Job Title:	Senior Science Technician
Responsible to:	Curriculum Leader of Science
Hours:	Full time: 37 hours per week, term time only plus 10 days
Pay Band:	C1 £28 598 to £31 022 Actual Salary £25, 229 to £27, 368

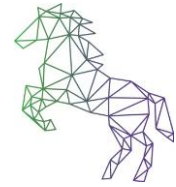
To work under the direction / instruction of the Curriculum Leader of Science to organise and manage the Science departments technician service and technical resources.

Main duties will consist of:

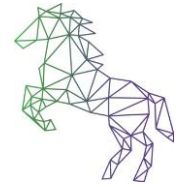
1. Ensure the technician service operates in accordance with departmental, school, DfE and statutory health and safety requirements.
2. Preparing apparatus, materials and solutions and setting up/checking issuing equipment and apparatus for use in practical activities. Setting up and on occasions carrying out, demonstrations. Retrieving, counting and clearing away apparatus before and after use by class.
3. Construction and modification of apparatus. Co-operating with teaching staff in the development of apparatus and equipment for use in practical activities.
4. Organisation of the disposal of waste laboratory materials including chemicals/microbiological waste/animal waste in accordance with safety requirements.
5. Ensuring the maintenance of laboratory services and facilities, liaising with superintendents as appropriate.
6. Organisation of maintenance and repair of apparatus and equipment ensuring that appropriate records are maintained.

Principal Responsibility Areas:

1. Organising the technician service to the department, including setting up systems for organisation and administration of the service. Organising the management of classes of apparatus and ensuring appropriate communication between technicians and teaching staff.
2. Ensuring that appropriate stock levels of apparatus and material are maintained including keeping stock records and carrying out stock checks.
3. Placing and following up orders within school policy, checking deliveries (invoices and keeping financial records). Liaising with finance as appropriate.
4. Organising and maintaining appropriate worksheets, exams, textbooks and other printed resources including filing, counting, photocopying and distribution of photocopied resources.



5. Assisting in the mounting and display of materials, visual aids and pupils' work, including the scanning and uploading of pupils and teachers work and resources to the departmental websites.
6. Advising teaching staff regarding the technical requirements of the curriculum, taking part in the development of the departments practical resources, including training and providing costing's.
7. Providing technical advice to teachers, ITT students and pupils as appropriate, assisting in practical activities as appropriate.
8. Participation in the recruitment of technical staff. Inducting new technicians.
9. Deploying, supervising, training and developing technician staff to meet both departmental and individual needs, including management of job descriptions for the Science technicians
10. Ensuring that the department's technician service operates within departmental, school, DfE and statutory health and safety requirements.
11. Liaison with other departments/support staff within the school, other establishments and agencies.
12. Organisation of other tasks that may be requested by the Head of Science from time to time.
13. Coordinating, distributing and monitoring radioactive sources. Ensuring safe use of sources and liaising with external agencies on sources used.
14. Supervise whole classes occasionally during the short-term absence of teachers, limited to a maximum of 3 consecutive days for any one absence.
15. Undertake a range of administrative tasks to support the effective running of the science department, including record-keeping, ordering supplies, maintaining inventories, and supporting compliance documentation.
16. Lead on health and safety within the department, promoting safe working practices and ensuring compliance with relevant regulations and guidance.
17. Maintain and monitor COSHH (Control of Substances Hazardous to Health) records, ensuring that chemicals and hazardous materials are stored, labelled, handled and disposed of safely.
18. Support and advise staff on the safe use of equipment, chemicals and practical procedures in accordance with CLEAPSS and other relevant guidance.
19. Ensure that appropriate risk assessments for practical activities are available and accessible, and support teaching staff in following appropriate safety guidance and control measures.
20. Ensure that relevant safety documentation, procedures and records are maintained and kept up to date.
21. Support the preparation for, and participate in, departmental and whole-school health and safety audits, ensuring relevant documentation and records are available.



Key Tasks

1. To prepare materials and equipment for practical lessons.
2. To maintain and monitor stock control.
3. To carry out regular material and equipment checks in Science.
4. To provide technical support to staff during lesson time as required.
5. To support/advise/train technician staff to meet departmental needs.
6. Maintain Science budget with support of the Finance team.

The post-holder should be aware of and comply with the school's policies and procedures, in particular those relating to child protection, confidentiality, health & safety, GDPR and report any concerns to the appropriate member of the Senior Leadership Team.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. The school has a no smoking/vaping policy.

Notes:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.