

Job title	Senior Science Technician
Reporting to	Head of Science
Main purpose of job	To lead the team of technicians to carry out the tasks necessary for the facilitation of effective course delivery across the Science Department.

Key responsibilities:

General accountabilities and classroom support

- Under the overall guidance of the Head of Science, co-ordinate the use of practical resources and facilities to meet the practical needs of the science curriculum
- Ensuring the availability of suitable materials and equipment and to manage conflicting demands on equipment, teaching resources and room allocation. To advise teaching staff of changes as necessary
- Compile equipment and resource requests as received from teaching staff. To include sourcing, costings and suggesting economic alternatives to maintain stock levels
- Continually updating own knowledge of the curriculum to ensure that changing requirements can be met
- Delivery and setting up apparatus in laboratories and remove at the end of lessons
- To use existing technical experience to develop practical's to meet the demands of the curriculum appropriate to pupil needs
- Supporting lower school pupils during practical activities when requested
- Carry out practical demonstrations as required
- Offering technical advice in consultation with the teacher. Advance planning of GCSE science, to include sourcing, planning and trialling the experiments to ensure the method is reliable in a classroom setting
- Supporting pupils, where appropriate; including demonstrating activities and guiding pupils both within and outside lesson time
- Use own initiative to assess requests for practical equipment and resources and suggest changes and/or improvements to teaching staff
- If current practical requests are not suitable, devise alternative specific procedure to ensure the effective delivery of the curriculum
- Be able to give effective advice to student teachers/NQT's on practical demonstrations
- To be able to work on own initiative and as part of a team

Stock control

- Ordering and monitoring levels of stock
- Assist in keeping inventory up to date
- Assist in keeping chemical records up to date

Health and safety

- Contribute to assessment, monitoring and review of the Faculty Health & Safety procedures
- Safely dispose of used materials including hazardous substances
- Ensuring the safe use and storage of chemicals, equipment and other materials
- Carry out risk assessments for technician activities
- Familiarity with and use of CLEAPPS and/or COSHH regulations
- Advise teaching staff on appropriate Health & Safety issues relevant of the practical activity and making suggestions to improve safe delivery.

Cleaning and maintaining equipment

- Ensuring equipment works and is clean and safe to use
- Ensuring that sinks in laboratories and preparation rooms are clean and safe to use

- Ensuring chemical and apparatus stock levels are maintained and that required solutions are prepared
- Manufacturing simple apparatus
- Performing basic repairs
- Ensuring the security of school equipment and property
- Under the overall guidance of the Head of Science ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard