

**1. INTRODUCTION**

- 1.1 POST HOLDER:**  
**1.2 Post Title:** SENIOR SCIENCE TECHNICIAN  
**1.3 Post Purpose:** To prepare for practical science lessons  
**1.4 Reporting to:** Curriculum Leader: Science

**2. MAIN DUTIES AND RESPONSIBILITIES**

Key responsibilities	Activities that are likely to be carried out
<p>To be responsible to the head of science in coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.</p>	<p>Organising the technical support team to the science department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.</p> <p>Giving technical advice to teachers, technicians and pupils / students.</p> <p>Carrying out risk assessments for technician activities.</p> <p>Assisting in practical classes &amp; carrying out demonstrations.</p> <p>Assisting with provision of supply and cover work in the event of teacher absence.</p>
<p>To have overall responsibility for the promotion and observance of a healthy &amp; safe working environment for the technical support service by:</p> <ul style="list-style-type: none"> <li>• actively leading and coordinating the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>• keeping up-to-date with current procedures and practices through continuing professional development;</li> <li>• the provision of technical advice on health &amp; safety issues to teachers and technical support staff;</li> <li>• the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;</li> <li>• the healthy &amp; safe storage and accessibility of equipment and materials.</li> </ul>	<p>Ensuring the technician team keeps up to date with health &amp; safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend courses.</p> <p>Giving health &amp; safety advice to technical staff, teachers and students.</p> <p>Disposal of waste materials.</p> <p>Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment.</p> <p>Attending department meetings.</p>

<p>To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.</p>	<p>Managing, monitoring performance and supervising colleagues.</p>
<p>To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils &amp; teachers on the practical aspects of the curriculum.</p>	<p>Designing, constructing and modifying apparatus.</p> <p>Setting up and caring for plant and animal collections.</p> <p>Preparing standard solutions, etc, purifying chemicals, treating waste.</p>
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> <li>• leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;</li> <li>• monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;</li> <li>• ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.</li> </ul>	<p>Maintaining resources.</p> <p>Keeping stock records.</p> <p>Ordering stock.</p> <p>Keeping financial records.</p>
<p>To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.</p>	<p>Ensuring the department's resources are maintained to the required standards.</p>

In addition to the above undertake other duties from time to time as reasonably requested by the Principal or Curriculum Leader: Science

### **SAFEGUARDING**

Heart of England School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or come into contact with.

### **3. OTHER**

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

