



Role Profile: Senior Science Technician

Reports To	Head of Department
Role Purpose	<ul style="list-style-type: none"> To provide and manage technical services for the Science Department
Role Requirements	<ul style="list-style-type: none"> Have an overall responsibility for the Prep. Rooms To Line manage the technician To manage the overall technical service to the department To liaise with the Head of Science regarding the expenditure of the department's yearly budget To liaise with suppliers/contractors To be responsible for handling/signing orders, invoices, delivery notes To check stock levels and re-ordering as appropriate including raising any necessary requisitions, placing orders via the Finance Department To maintain up-to-date stock records across the department To oversee the maintenance of the department's practical resources, ensuring their safe organisation and storage To be responsible for ensuring the appropriate person or authority carries out that routine safety checks and keep an up-to-date log To ensure that equipment is supplied and removed from teaching rooms on time To be responsible for the safe preparation, or to oversee the safe preparation of, more hazardous materials in accordance with the relevant Health & Safety/statutory regulations To be responsible for the safe disposal of, or overseeing the safe disposal of hazardous materials/substances including chemical and microbiological waste in accordance with Health & Safety/statutory guidelines, contacting the relevant external agencies as necessary To attend department meetings Advise teaching staff on technical requirements of the curriculum including trialling, selecting equipment, and providing costings To be responsible for knowing and keeping up to date with any Health & Safety information, statutory regulations, COSHH, CLEAPPS, SYCetc To be responsible for the general safety and security of the prep rooms including holding any keys etc To be responsible for ensuring that all confidential information relating to exam papers, staff references and personal files are dealt with in accordance with the Data Protection Act To research and provide technical development for teachers and other staff in their area of technical expertise <p>General Duties: -</p> <ul style="list-style-type: none"> Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions Cooperate with the employer on all issues to do with health, safety and welfare Support the school's implementation of all other current statutory requirements including GDPR Act as a Fire Marshall

	<p>Continuing Professional Development – Personal</p> <ul style="list-style-type: none"> • Actively pursue own personal development and take full advantage of training provided • Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice • Participate in new initiatives and future changes in service delivery improvements to support the objectives of the school • Undertake such duties as may be considered appropriate in line with the needs of the school
Skills and Experience	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Detailed knowledge of Health and Safety legislation including COSHH and ESCC regulations in relation to the safe handling and storage of chemicals • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Good oral and written communication skills • General IT skills • Knowledge of basic scientific principles • Understanding of science laboratory practices and procedures • Ability to work well independently and as part of team • Good organisational skills with the ability to work flexibly, adapt to different projects and requests and work to tight deadlines • Knowledge and understanding of the education sector and/or experience of working within a school environment would be desirable
Qualifications and Training	A good level of general education including GCSE, (grade A-C), or equivalent, in maths and English. A level in physics, biology or chemistry or BTEC in science or equivalent while not necessary, would be an advantage.
Hours	37 hours per week, Monday to Friday - term time plus one week (40 weeks)
Salary	Grade D: £23,615-£25,982 (£26,918-£29,616 FTE) Pay award pending
Contract	Permanent
Additional Information	This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.