



JOB DESCRIPTION

Job Title	Senior Science Technician
Grade	Scale 5 (point 12-16) to Scale 6 (Point 18 – 21) subject to moderation
Hours	36 hours per week
Responsible to:	Lead Science Technician
Responsible for:	Some Line management of Science Technicians

Job Purpose

To provide professional & technical support to the Science Department.

Manage specialist curriculum/resource function:

- allocation and monitoring of work
- line management, training and appraisal of support staff
- part of management team, involved in planning, budget responsibilities

Lead on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge.

Main Responsibilities

- To support Science Teaching staff in their activities to promote student achievement.
- To deputise in the absence of the Lead Science Technician
- Care and general maintenance of all labs or rooms, including the care of services, stores, laboratory workshop equipment, drainage systems, working surfaces etc, reporting any repairs as appropriate for action.
- To monitor stock as appropriate, to check and store safety apparatus and materials appropriate for courses provided by the school. Check new equipment for damages and functioning.
- Assist in the monitoring of the department budget as directed and as required.
- To demonstrate equipment – to teachers, beginner teachers and other technicians.
- To demonstrate specialist techniques and give advice – to teachers and/or students, i.e. ecology collecting methods, microbiology techniques, microscopes, oscilloscopes and other apparatus.

- Preparation, maintenance and storage of apparatus both for demonstration and for practical work as required
- Obtain up to date catalogues of materials, equipment and textbooks; being aware of new items and their significance to liaise with the lead technician and head of department about necessary updates.
- Place requisitions, progress, receive, check (for quality and safety) and distribute equipment where appropriate.
- Construct, assemble and repair specialist apparatus from standard and non standard equipment
- Responsible for ensuring display boards in specialist area are kept up to date.
- To keep legal records (alcohols, poisons etc).
- Have responsibility for Health and Safety within the science preparation rooms and laboratories in conjunction with teachers.
- To ensure that health and safety requirements and other relevant regulations are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- To provide equipment and materials to support science practical teaching.
- To liaise with the AVA Technicians about duplicating, photocopying requirements of the department.
- To attend and participate in staff meetings

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.

11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date.....

