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| **Post Title:** | **SENIOR SCIENCE TECHNICIAN** |
| **Salary / Grade:** | **Scale 5 Pt 12-15** |
| **Responsible for:** | **Technical Support in Science (Physics)** |
| **Responsible to:** | **Head of Science** |
| **Weeks:** | **39 Weeks Per Year (Term Time Only)** |
| **Job Purpose**  To provide a wide range of skilled, technical support to teaching staff and pupils with the support and co-  ordination of the Lead Science Technician and Head of Science. | |
| **Job Description**   * + - * To undertake aspects of lesson preparation related to practical work alongside or on behalf of teaching staff, across the science curriculum, under the general guidance of more senior staff where appropriate, including the assembly, checking, testing, construction, modification, setting-up/laying out, operation, retrieval and clearing away of equipment, apparatus and materials appropriate to the lesson being taught       * To carry out risk assessments as required for technician activities       * To be responsible for ensuring that cover work set by absent teaching staff is placed in rooms with resources and then collected and given to staff on their return.       * To support teaching staff in the planning, preparation and testing of new resources       * To design and construct particular pieces of apparatus, as required, as well as appropriate displays or models required for teaching purposes.       * To support teaching staff by preparing and setting up computer software, data logging equipment and similar resources where appropriately trained to do so   **Safety, Security, General Maintenance and Repairs**   * + - * To ensure and promote the maintenance of a safe working environment through:       * Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources;       * Keeping up to date with current best procedures and practices through continuing professional development;       * The provision of technical advice and support on health & safety issues to teaching and technical staff; the safe treatment & disposal of used materials including hazardous substances and identifying actual or potential hazards;       * The safe storage and accessibility of equipment and materials including checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical & other safety checks. * Checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard. * To support the Lead Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. * Checking of items delivered by suppliers and the identification of discrepancies in such deliveries against orders placed. * To maintain appropriate stock levels in all science areas, including preparation rooms and laboratories/classrooms. * To be responsible for the organisation and storage of physics equipment, materials and apparatus   **Other Duties**   * To undertake the purchasing, locally, of non-specialist supplies or materials. * To attend and participate in technician meetings and courses * To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum. * To have responsibility for allocating text books and revision guides for use by staff and pupils. * Supporting the ethos, aims and core values of the school. * The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade. * The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.   **Person Specification**  **Essential Skills**  Good communication skills  Willingness to be trained in relevant skills  Ability to work on your own and as part of a team  Good organisational skills  Working knowledge of basic scientific principles  Energy, enthusiasm and commitment  Competency with Microsoft Office  A Levels, or equivalent in Science  Understanding of science laboratory safe practices and procedures | |