

St Aidan's Church of England High School

Senior Science Technician

35 hours per week (term time only) Band 6

The post of a Senior Science Technician is a technical position leading the team of Science Technicians, preparing materials for the practical element of teaching. The role requires close working with the teaching staff and to maintain stock levels of materials and equipment. Good communication and organisational skills are essential.

Main duties and responsibilities

Key Responsibilities	Activities that are likely to be carried out	Suggested frequency
General management of the Science Technician team	See below	Ongoing
Oversee the allocation of preps to the Technician team	Daily meetings with the team and allocation through the online ordering system	Daily
Liaise with Subject leaders and the Head of Science regarding new practical activities and alternative methods.	Discussion of practicals and possible amendments	As required
Ensure relevant training of the Technician team occurs such as Health and Safety training, microbiology, induction of new Technicians.	Awareness of CLEAPSS courses	As required
Keep up to date with Health and Safety information (via CLEAPSS) and ensure departmental procedures such as storage and disposal of chemicals are appropriate.	Continued use of CLEAPSS information and acting on advice	As required

<p>To oversee the routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment. Ensuring these are carried out to the required standard.</p>	<p>Maintaining apparatus and materials on an ongoing basis, including visual safety checks. Repairing damages or arranging for this to be done.</p>	<p>As required</p>
<p>To oversee the main annual ordering of equipment, chemicals and resources for the Science department.</p>	<p>Prepare order forms and submit via finance office Liaise with Subject leaders and Head of Science as appropriate Use Catalogues and websites to establish the most cost effective options with awareness of delivery and surcharges</p>	<p>Annually</p>
<p>Oversee ordering of further consumables throughout the School year</p>	<p>Ongoing stock control in prep rooms and laboratories. Text book management. Stationary management</p>	<p>As required</p>
<p>Coordinate the use of practical resources and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff outside the department.</p>	<p>Provide apparatus and materials for lessons. Washing and returning all glassware used in lessons. Photocopying for teaching staff when required. Liaising with other technicians ensuring apparatus is distributed appropriately. Liaising with teaching staff over the use of equipment and stock including risk assessments. Shopping for certain items of equipment e.g. maggots, flour, cabbage. Inter departmental support – supplying equipment for PE, Geography etc. Preparing apparatus for other schools due to Science College Status.</p>	<p>Daily Daily Daily Daily Daily Weekly As required. As required.</p>

<p>To ensure and promote the maintenance of a healthy and safe working environment</p>	<p>Maintaining apparatus and materials on an ongoing basis including visual safety checks. Liaising with teaching staff over the use of equipment and stock including risk assessments. Keeping prep rooms and labs tidy and safe. Maintain safe working practice. Disposal of waste materials from practicals. Going on courses to develop expertise and knowledge of associated risk.</p>	<p>As required. Daily Daily Daily Daily As required.</p>
<p>To contribute to the design, development and maintenance of specialist resources and /or long term projects. To offer professional guidance, assistance and support to students and teachers on practical aspects of the curriculum.</p>	<p>Making up and maintaining stock solutions. Caring for plants within department. Provide equipment for lunchtime clubs</p>	<p>Daily Daily Weekly</p>
<p>To assist in a subject area as required.</p>	<p>Liaising with other technicians ensuring apparatus is distributed appropriately. Ensuring any work left by absent teaching staff is given to cover/supply staff and any assistance given.</p>	<p>Daily As required.</p>

Person Specification

- Good Science background
- An understanding of health and safety within the preparation, use and disposal of materials
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Excellent organisational skills
- Basic computer skills in Word, Excel