



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Science Technician	<b>Department:</b>	Science
<b>Hours of Work:</b>	Full Time (Monday to Friday, 40 hours per week) term time		
<b>Responsible To:</b>	Head of Science	<b>Responsible For:</b>	Technicians

### Summary of Role:

The Senior Science Technician will play a pivotal role in preparing and maintaining stock and apparatus for classroom use. Duties include providing technical support to teachers and technicians, overseeing stock control and replenishment, managing the finances of the Science Department, and ensuring the secure storage and maintenance of laboratory equipment. Crucially, you'll manage the safe storage and disposal of chemicals and hazardous waste, while also supervising the Science Technician team.

### Specific Responsibilities:

1. 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 and liaising with all areas of the school and outside organisations.
2. To have overall responsibility for the promotion and observance of a healthy & safe working environment by:
  - actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources.
  - keeping up to date with current procedures and practices through continuing professional development.
  - the provision of technical advice on health & safety issues to teachers and technicians.
  - the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
  - the healthy & safe storage and accessibility of equipment and materials.
3. To ensure that the technician team is resourced, organised, and developed to meet the performance standards required by the department.
4. 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 & teachers on the practical aspects of the curriculum.
5. To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
  - leading on inventory, stock control, compiling orders, liaising, or negotiating with suppliers and maintaining appropriate records.
  - monitoring, controlling, and keeping financial records of the departmental expenditure in accordance with the school's policy.
  - ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

6. 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.

#### **Core activities:**

- Making up solutions
- Assembling apparatus
- Delivering equipment to rooms
- Collecting, checking, and returning equipment to stores
- Taking care of laboratory equipment and apparatus
- Carrying out and arranging for maintenance and repair of resources
- Constructing and modifying apparatus
- General laboratory cleaning (bench surfaces and fixed equipment)
- Cleaning laboratory sinks, emptying/supervising the emptying of sink traps
- Organising and storing chemicals and equipment
- Stocktaking chemicals and/or equipment
- Obtaining materials by local purchase
- Disposing of waste materials
- Caring for plants
- Trialling practical activities
- Carrying out risk assessments for technician activities
- Providing technical support to experienced and trainee teachers including health & safety guidance
- Keeping up to date with developments in practical science
- Keeping up to date with health & safety requirements
- Carrying out health & safety checks on laboratories, prep rooms and stores
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, eye washes, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.

#### **Additional activities of the Senior Science Technician:**

- Placing orders; checking deliveries and invoices
- Keeping financial records
- Managing, monitoring performance, and supervising other technicians
- Training and arranging for the training of colleagues
- Organising the technical support to the science department

#### **Terms and Benefits:**

- **Start Date:** September 2024
- **Working hours:** Full Time (Monday to Friday, 40 hours per week) term time
- **Salary:** Actual salary £28,367.50 (FTE £32,420)
- **Pension:** The successful candidate will be auto enrolled into the school's pension scheme, which includes life assurance.
- **Lunch:** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking:** There is free parking on site.
- **Gym and Pool:** There are staff sessions for use of these facilities.
- **Fees:** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, SharePoint, etc.).</li> <li>Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff and pupils in a professional and friendly manner.</li> <li>Ability to multitask and prioritise tasks to cope with the multifaceted nature of the job, work under pressure and achieve deadlines.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Knowledge and experience of Health and Safety, COSHH regulations and CLEAPSS.</li> <li>Practical knowledge and experience of science in a school laboratory environment.</li> <li>Experience of setting up Biology, Chemistry or Physics practicals and demonstrations.</li> </ul>	<ul style="list-style-type: none"> <li>A-level or equivalent science qualifications preferable.</li> <li>Experience using Lab Logger (online practical request programme)</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>Commitment to excellence, and strong attention to detail and accuracy.</li> <li>Proven organisational skills and a 'can do' attitude.</li> <li>Team player with willingness to support others in their roles.</li> <li>Efficient, well organised, with a flexible and professional approach.</li> <li>Self-motivated with the ability to work on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible</li> <li>Practically minded</li> </ul>
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>Committed to operating as part of the School community.</li> <li>Committed to the Sacred Heart Values.</li> <li>Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children and young people.</li> <li>A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	