

# St Benedict's Catholic School

## Job Description

<b>Job Title:</b>	Senior Science Technician
<b>Line Manager:</b>	Head of Science
<b>Responsible for:</b>	3 x part-time Science Technicians
<b>Grade:</b>	4 point 20 – 23 (below the bar)
<b>Hours:</b>	37 hours per week/39 weeks per year

### **Main Purpose:**

The Senior Science Technician would be expected to organise, deliver and develop technical services to the Science Department of the school in order to support the teaching of a range of science subjects.

In addition the post-holder will supervise other Science Technicians, giving advice, setting standards and ensuring that these are maintained.

### **Main Activities:**

Maintain the delivery of technical services to the Science Department, including:

- To prepare and set up equipment and materials ready for its use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory and demonstrating if necessary.
- To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work.
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and Health and Safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair in accordance with manufacturer's instructions. Carry out weekly and termly inspections and an annual clean.
- To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.

- To monitor levels of stock and re-order stock as appropriate. To ensure that appropriate records are kept of ordering of equipment, stationery and books when required.
- Be responsible for Science petty cash float.
- To assist in compiling inventories of equipment, materials and chemicals as required in particular with regard to CLEAPSS regulations.
- To assist in maintaining appropriate records and filing systems in accordance with stated requirements.
- To assist teaching staff with the general running of practical work sessions in non-teaching capacity.
- To assist NQTs and spend time instructing and demonstrating equipment and practicals.
- To keep up-to-date with curriculum developments within the areas of the post holder's responsibility.
- To undertake safety checks as required and comply with the requirements CLEAPSS and other relevant legislation and school safety policies and keep records of checks carried out by all Science staff. Ensure that the chemical data base is kept up to date and is checked annually.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To carry out specific tasks as directed by the Head of Department.
- To ensure all laboratories are clear at the end of the school day.
- To provide supervision and guidance to other Science Technicians within the Department including:
  - Ensuring the efficient deployment of Science Technicians throughout the Department in order to provide an effective service to teaching staff
  - Providing advice and guidance to other Science Technicians within the Department, including the induction of new technicians.
  - Setting work and standards of work for other Science staff.
  - Monitoring the standards and quality of work of the technicians to ensure support is of a high standard.
  - Reporting any difficulties to the Head of Science, as appropriate.

**Other General Responsibilities:**

- To attend Department meetings when requested by the Head of Department.
- To participate in training courses as required.
- To understand and comply with the School's Equal Opportunities Policy.
- To prepare display material as requested and maintain interesting and stimulating displays in laboratory areas.
- To undertake any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.
- To use flexible time responsibly and to be punctual and maintain a high level of attendance.
- To help organise lessons if a teacher is absent.
- To commit to Safeguarding and promoting the welfare of children.

**Working Conditions:**

- Works within the school complex, generally inside and uses protective clothing when required
- May be exposure to potentially hazardous materials, which must be handled appropriately
- May be required to work off main school site at other sites within the Catholic Pyramid

**Safer Recruitment:**

St Benedict's Catholic School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15 - 25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

# Senior Science Technician

## Person Specification

### Experience:

- Previous technical science/laboratory experience
- Supervision of staff
- Managing stock control and keeping records

### Qualifications or Training

- GCSE English, Maths and Science
- A recognised qualification in Science at 'A' Level or above, or extensive experience of science/laboratory/technician practices
- Sound working knowledge of Health and Safety Regulations including CLEAPSS

### Practical Skills:

- Awareness of standard procedures e.g. titrations and making up standard solutions
- Confident basic user of ICT.
- Must be numerate.
- Good planning and organisational skills and a flexible approach to the management of work.
- The ability to prepare Key Stage 3 & 4 Chemistry/Biology/Physics practicals following the CLEAPSS regulations.
- Excellent communication skills, both written and oral, and the ability to communicate effectively with staff and students.

### Personal Qualities and Attributes:

- Ability to work as part of a team and on own initiative and with resilience.
- Confident in offering support and guidance to staff and students.
- Self-motivating with the ability to multi-task.
- Good interpersonal skills and the ability to enthuse and motivate others.
- Staying calm and cheerful when working under pressure.
- Being prepared to take advice, recognising own need for development and being keen to learn new skills.