



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Senior Science Technician	Salary Grade:	D
Location:	Lode Heath School	Salary range:	19-26 (£25,927-£30,984 FTE / £22,127 - £26,443 ACTUAL)
Department:	Science	Weeks:	39 per year (term time + INSET)
Responsible to:	Subject Leader Associate Headteacher	Hours:	37 per week (8am-4pm Monday to Thursday. 8am-3:30pm Friday. 30 minute unpaid lunch break each day)

JOB PURPOSE

- To work with the Subject Leader: Science, to ensure the work of the Department runs effectively and efficiently at all times.
- To lead on the technical support for teaching staff within the Department.
- Maintain excellent standards of Health and Safety in relation to the technician service.
- To support the ethos of the School by supporting the general purpose and well-being of the students where possible.

WORK PERFORMED

1. To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
 - Preparation of resources, assembling apparatus.
 - Obtaining materials by local purchase.
 - Giving technical advice to teachers, technicians and students.
 - Carrying out risk assessments for technician activities and experiments.
 - Assisting in practical classes & carrying out demonstrations
2. Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H.H.
3. To ensure the maintenance of a healthy & 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 procedures and practices through continuing professional development;
 - The provision of technical advice and support on health & safety issues to teaching and trainee technical staff;
 - The safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards;
 - The healthy & safe storage and accessibility of equipment and materials.
4. To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels:
 - Keeping up-to-date stock records.
 - Checking stock, ordering.
 - Maintaining resources.

5. To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.
 - Collecting, checking and returning equipment to stores.
 - General laboratory cleaning of bench surfaces and fixed equipment.
 - Cleaning and repair of equipment.
 - Maintaining a computerised inventory of equipment, apparatus and chemicals.
6. Where possible, to carry out minor repairs to equipment, or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment.
7. To carry out administrative duties for the Science department including photocopying and collating of papers for lessons and homework.
8. To contribute to the Science Department's preparation and presentation at events and delivery of extra-curricular activities.
9. To attend Science department meetings and health & safety meetings and act as a liaison between teaching staff and technicians.
10. To be responsible for induction, supervision, training and safety.
11. To oversee the work of all Science Technicians and to ensure they are meeting health and safety standards at all times.
12. To report health and safety concerns and potential hazards in a timely manner.
13. To care for animals and plants in the Science area

PEOPLE RESPONSIBILITIES

The post holder will be the line manager of other science technicians.

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

FINANCIAL RESPONSIBILITIES

Alongside the Subject Leader: Science, manage the budget for science.

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

To be responsible for the maintenance and upkeep of science laboratories and equipment.

TRAINING AND DEVELOPMENT

- The School is committed to personal and organisational development of the individual.
- The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit www.lodeheathschool.co.uk/gdpr.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: May 2022