



The Sacred Heart Language College

"CONFIDENT IN GOD'S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE"

Senior Science Technician Job Description

Main duties and responsibilities are indicated in the table below. Other duties of an appropriate level and nature may also be required, as directed by the Head of Department and Headteacher.

All staff at the Sacred Heart Language College, teaching and support, have a crucial role to play in setting our high standards. Our successes are achieved through a professional, caring and sensitive approach based on mutual respect.

This post is subject to the contract of employment between the staff member and the Governing Body of Blessed Holy Family Catholic Academy Trust. It is not essential to be a Catholic but the postholder must uphold the Roman Catholic character of the school and be committed to the Catholic ethos.

GRADE: G05, SCP 17

RESPONSIBLE TO: The Head of Science / Headteacher

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
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, including liaising with all areas of the school and outside organisations.	Organising the technical support team to the science department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus. Giving technical advice to teachers, technicians and pupils/students.	Daily
		Daily
	Carrying out risk assessments for technician activities.	Daily

To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service 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 technical support staff; 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.	Ensuring the technician team keeps up to date with health & safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend courses. Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Undertake first aid training and responsibilities. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending department meetings.	As required Daily As required As required As required
To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.	Managing, monitoring performance and supervising colleagues.	Daily
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.	Designing, constructing and modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, etc, purifying chemicals, treating waste.	As required As required
To be responsible for setting up and monitoring systems used in the management and control of practical resources including: leading on stock control, compiling orders, liaising or negotiating best value 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.	Maintaining resources. Keeping stock records. Ordering stock. Keeping financial records. Administrative duties (as required by the Head of Department) e.g. word processing, exam analysis, coordinating trips, photocopying, etc.	As required Annually As required Weekly
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.	Ensuring the department's resources are maintained to the required standards.	Weekly