

Job Description

Post: Senior Science Technician

Purpose

To challenge educational and social disadvantage by supporting the science department in order to achieve the highest possible standards and prepare all our students to lead successful lives

Duties and Responsibilities

- Ensure that a safe, effective and efficient laboratory technical service is provided for use by students and staff.
- Provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Coordinate the use and development of practical resources and facilities within the science department.
- Line management of science technicians including their induction, training, deployment and performance management.
- Ensure that health and safety requirements and other relevant regulations are in place, met and adhered to, including the completion and recording of necessary checks.
- Prepare scientific materials and / or sets of equipment for lessons.
- Coordinate the use of practical resources and facilities and provide assistance / advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- Keep up to date with current procedures and practices through continuing professional development.
- Contribute to the design, development and maintenance of specialist resources and / or long-term projects.
- Check machinery / equipment.
- Ensure cleanliness of materials.
- Manage the stock of materials and equipment.
- Support practical demonstrations in lessons.
- Work with students as appropriate.
- Help to prepare and mount display materials.
- Undertake filing and other appropriate admin tasks.
- Attend regular team meetings with the Science Technician(s) in order to address any issues arising and bring these to an acceptable conclusion wherever possible.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.