



JOB DESCRIPTION

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| Job Title: | Senior Science Technician |
| Hours: | 35 hours a week by arrangement 37 weeks per year = Term Time (34 weeks), 15 days (3 weeks) in the School Holidays to include Open Days |
| Salary: | Band 4, Spine B, Point 0 = £28,124 pro rata |
| Responsible to: | The Head of Science |

Purpose of the Job

To lead a team of two technicians in the provision of science equipment in Biology, Chemistry and Physics to ensure the smooth running of the department for staff and pupils.

Main Activities and Responsibilities

1. To undertake all the main activities and responsibilities of a Laboratory Technician as outlined in the job specification.
2. To be responsible to the Head of Science in coordinating the provision, maintenance and development of practical resources including liaising with all areas of the school and outside organisations.
3. To have overall responsibility for the promotion and observance of a healthy and safe working environment for technical staff. This includes the provision of technical advice on health and safety to teachers and technicians. Provide CLEAPPS updates and support to the Head of Science, who has overall responsibility for Health and Safety.
4. To be responsible for setting up and monitoring systems used in the management and control of practical resources. This includes stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records including textbooks.
5. To supervise the checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
6. To support teaching staff in the use of data-logging equipment.
7. To attend on Saturdays to provide equipment for open days and ISA coursework days.
8. Carry out yearly appraisals on Technicians.
9. To be responsible for the correct storage and accessibility of equipment and materials.

SKILLS AND EXPERIENCE

ESSENTIAL

- Successful candidates should have experience in a similar setting.
- Qualifications in a relevant subject required, preferably Chemistry.

DESIRABLE

- Good communication and interpersonal skills and a good understanding of Health and safety in relation to laboratory working.
- A practical and flexible approach to work.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.