

# JOB DESCRIPTION



**School:** The FitzWimarc School  
**Post:** Senior Science Technician  
**Responsible to:** Head of Science  
**Band:** Local Government Scale 5  
**Post Holder:**

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## **Purpose of the job:**

To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum.  
To oversee the general running of the science teaching and preparation areas.

## **Duties and Responsibilities:**

- To develop and maintain effective systems for the science technician team.
- To undertake appraisal of team members in co-operation with the Head of Science/Headteacher
- To co-ordinate weekly preparation sheets.
- To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required.
- To identify, plan, co-ordinate and undertake team training requirements.
- To maintain records of team training and attendance.
- To work in collaboration with the Head of Department to set and manage departmental budgets.
- To manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
- To undertake as and when required those duties which are normally the responsibility of science technicians.
- To ensure efficient preparation and organisation of equipment for lessons.
- To clean equipment and laboratories after lessons and any chemical spillages when they occur.
- To support teaching staff and pupils during lessons.
- To liaise with caretaking staff and to record any gas/fume problems.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.

**General:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Respect confidentiality at all times
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by.....(Postholder)**

**And .....(Headteacher)**

**Date .....**