



Senior Science Technician

37 hours per week, 38 working weeks per year,

Scale 5 Max Point

Responsible to: Head of Science

Liaison with: Staff, students, parents and external suppliers

Job Purpose	To lead and manage a team of technicians and provide a comprehensive technician support service to staff and students undertaking the science curriculum.
Duties	<ul style="list-style-type: none">● Support science department staff and students during lessons.● Prepare and organise equipment for lessons.● Clean equipment and science laboratories after lessons and any chemical spillages if they occur.● Assist in ensuring the safe conduct of pupils in the department● Coordinate weekly preparation sheets.● Develop and maintain effective systems for the science technician team to aid the smooth running of the department.● Manage equipment and materials and ensure appropriate stock levels are maintained.● Work with the head of science to set and manage departmental budgets.● Ensure periodic and routine inspections and maintenance of equipment and resources.● Work with teaching staff to disseminate cover work set for classes due to teacher absence.● Undertake duties of science technicians in the event of staff absence.● Ensure health and safety procedures are observed and raise H&S issues, specifically in relation to laboratories, with the premises team.● Work with the head of science to ensure risk assessments are carried out.● Adjust working arrangements for the technician team to meet fluctuations in workload and ensure cover for absent colleagues.● Identify, plan, co-ordinate and undertake training as required.● Maintain accurate records of training and attendance.● Undertake appraisals of team members in cooperation with the head of science.● Work within the wider school admin team, as required, to provide admin support to all departments to facilitate the smooth running of the school.
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.	
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