



### **Job Description**

<b>Job Title:</b>	Senior Science Technician
<b>Location:</b>	Oakwood Academy
<b>Salary:</b>	The Redhill Academy Trust Pay Scale Band 8, Scale point 36-40 £20,490 to £22,616 (fte)  Actual salary paid £18,145 to £20,028
<b>Hours of work:</b>	37 hours per week, Term Time + 2 weeks per annum.
<b>Responsible to:</b>	Operations Manager
<b>Post Objective:</b>	The Senior Science Technician will lead a team of Science Technicians, working closely with Science Teachers to support the work of staff and pupils in the academy's laboratories and classrooms where necessary.

#### **Duties and Responsibilities:**

- Supervision, support and monitoring work of other Science Technicians.
- Participation in recruitment, induction and in-service training of other Science Technicians.
- Liaison with Technicians from other academy's and relevant support groups.
- Constant liaison with Head of Science and Science staff to review and modify systems as necessary.

#### **Organisation & Support (staff)**

- Take part in supporting science teaching at Key Stage 3 and 4, through allocation of specific tasks and areas of responsibility as agreed with the Senior Technician
- Liaise with and mutually support the work of other science technicians and assistants
- Attend relevant Science meetings
- Liaise with Technicians from other schools and relevant support groups

#### **Organisation & Support (resources)**

- Operation of systems for storing, stocking, transporting and distributing items for use in the Science Curriculum.
- Ordering and monitoring of stock in conjunction with the Head of Faculty.
- Assist in maintenance of necessary records – financial, legal, etc.



- Construction of laboratory apparatus, testing new experiments and assisting in devising new practical work.
- Preparation and checking apparatus, chemicals, specimens, etc. as required by teaching staff.
- Assist in organisation of all necessary repairs and maintenance of equipment, either 'in-house' or through liaison with suppliers. Providing advice on improvements to facilities.
- Cleaning, sterilisation and disposal of equipment and waste materials as necessary.
- Care of plants and animals used in Science teaching
- Provide technician support in any relevant after school activities
- Care and maintenance of audio visual equipment and IT equipment within Science Faculty.

### **Health and Safety**

- Implementing Health and Safety legislation and procedures.
- Monitoring whole faculty Health & Safety in conjunction with the Head of Faculty.
- Keeping up-to-date with relevant regulations and procedures (COSHH, CLIPS etc.). Passing information to teaching staff as necessary.
- Assist with inspection, maintenance and correct use of safety equipment.
- If trained, first aid treatment for minor laboratory injuries. Liaison with school nurse and health care assistant.

### **Technical Advice and assistance**

- Provision of technical advice to teachers and pupils as appropriate
- Participation and assistance in lessons through working with teachers and pupils in practical activities as necessary.
- Short term, emergency cover of pupils/classes

### **General**

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities or the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.