



JOB DESCRIPTION - SENIOR SCIENCE TECHNICIAN

Purpose:	Under the direction of Head of Science Faculty: <ul style="list-style-type: none">• To support the Catholic ethos of the school through delivery of thought for the week, attendance at assembly and other acts of collective worship.• To support and ensure that all pupils have access to educational and curriculum related support.• To manage and lead the science support team in their core purpose of providing technician and resource support to teachers of science.
Working Time:	Up to 37 hours, term-time only plus 5 training days
Salary/Grade:	Scale 4
Disclosure level	Enhanced
Key Responsibilities:	<ul style="list-style-type: none">• Developing new procedures/processes to support curriculum and legislative changes.• To manage the preparation and maintenance of teaching resource materials, paper, electronic etc., for teacher within the department.• To manage the entry of data on to department records.• Providing advice and guidance to the other laboratory technician staff on the operation of health & safety policies and procedures.• Ensuring that materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work are available as required.• Ensuring that demonstration and new experiments are set up and tested prior to use.• Care of animals and plants kept for observation and experimental purposes.• Reporting items for repair, etc. to equipment and services.• Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.• Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.• Safe disposal of biological and chemical residues and other waste material.• Inspection, maintenance and correct use of safety equipment.• When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.• Operating laboratory documentation systems (cataloguing, filing, worksheets etc.)• Being responsible to the Head of Science for the maintenance and upkeep of the science Laboratories, and advising on any improvements which can be made in this respect.• Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.• Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohols, poisons, flammables etc.)



Cardinal Wiseman

Catholic School

Part of The Romero Catholic Academy

<p>Supervise Laboratory Technician:</p>	<ul style="list-style-type: none"> • To manage the standards of work of the other laboratory technician staff and for the suitable allocation of tasks and areas of responsibilities to ensure the support services for science teaching in school. • To initiate and ensure efficient and effective work practices within the team of technicians. • To be responsible for ensuring that newly appointed technicians are inducted into the department. This will include responsibility for personal development and performance management of all science laboratory technicians. • Supervising time-keeping, attendance and general conduct of other science support staff.
<p>Reporting to:</p>	<p>Head of Science Faculty, Assistant Principal - Science, Head of School/Executive Principal</p>
<p>Responsible for:</p>	<p>Laboratory Technicians</p>
<p>General Responsibilities:</p>	<p>Health and safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.</p> <p>Child Protection/vulnerable adults statement The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> <p>You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.</p> <p>School values Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Catholic Life To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship.</p> <p>Special Conditions Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work.</p> <p>The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.</p> <p>The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a</p>



Cardinal Wiseman

Catholic School

Part of The Romero Catholic Academy

	common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
--	--

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Effective: Apr-18