



## Northern Education Trust – Job Description

<b>Job Title:</b>	Senior Science Technician		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Head of Department	<b>Grade:</b>	SCP 19 - 22
<b>Service responsibility:</b>		<b>Salary:</b>	£18, 746 - £20, 661 (FTE)
<b>Additional:</b>		<b>Term:</b>	37 hours per week, 39 weeks per year (actual salary to be pro-rotta in line with weeks worked)

### JOB PURPOSE

- To provide technical management, administration and operations for the science curriculum at Academy.

### JOB SUMMARY

1. Organising the support services for science teaching in the academy.
2. To work effectively as part of a team to ensure that the standards of work of other laboratory science technician staff is of a high quality and have responsibility for the standards of work within the laboratory and the suitable allocation of tasks and areas of responsibilities.
3. To work closely with other technicians and be responsible for ensuring that newly appointed technicians are settled into the department and are informed about departmental matters.
4. To support the supervision of staff in relation to time keeping and attendance.
5. To take part in INSET training when required and to share responsibility for the 'on the job' training of newly appointed technical staff.
6. Transportation of equipment between science teaching areas.
7. Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
8. Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
9. Recovery of residues. Preparation of distilled/deionised water.
10. Sterilisation of apparatus.
11. Care of animals and plants kept for observation and experimental purposes, both in term and during vacations.
12. Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.

13. Reporting items for repair, etc. to equipment and services.
14. Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the post holder.
15. Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
16. Testing new experiments, and assisting in devising new practical work.
17. Assisting in the construction and preparation of the audio-visual aids, and maintaining the AVA equipment used within the science department.
18. Become the Radio Active Material Officer.
19. Safe disposal of biological and chemical residues and other waste material.
20. Inspection, maintenance and correct use of safety equipment.
21. Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
22. 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.
23. Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, coordinating common stock between sections.
24. Maintaining a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohols, poisons, flammables, etc.).
25. Ensuring that day to day requests for equipment and other resources ordered are available in the laboratories at the times requested and cleared away at the end of the lesson.
26. To understand and apply the requirements of the Health and Safety at Work Act in all situations within areas of work. This will include:
27. Putting out relevant CLEAPPS Hazards when preparing lessons involving the use of hazardous chemicals and warning teachers to seek advice from appropriate sources from appropriate sources.
28. Informing responsible authorities when faults are discovered with fume cupboards, gas supply, electrical equipment etc.
29. Support the teaching staff as and when necessary in the demonstration of
30. experimental procedures to small groups or classes.
31. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
32. To comply with the Academy policies and procedures at all times.

## GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **'All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times'**.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....