

# HENDON SCHOOL



## JOB DESCRIPTION

<b>Post:</b>	Senior Science Technician
<b>Grade:</b>	12 -15
<b>Accountable to:</b>	Head of Science Faculty
<b>Hours of employment:</b>	36 hours per week, Term Time Only
<b>Responsible for:</b>	Science Technicians

### **Purpose of Job:**

To establish and maintain a first class and dynamic technical support service.

To be responsible to the Head of Science in co-ordinating the use and development of outstanding practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

### **DUTIES AND RESPONSIBILITIES**

*This list is not exclusive or exhaustive*

- To work in accordance with Hendon School health and safety policy, COSHH and the established working practices.
- To prepare, maintain and store apparatus required for demonstration or class practical work.
- To organise and store other classroom materials such as worksheets, internal examination/test papers and textbooks as required by teaching staff. In addition to arrange for photocopying to be done as required.
- To maintain stock, receive and store new materials requiring special care e.g. toxic/corrosive chemicals, live biological samples. Both handling and storage are to be in accordance with CLEAPS requirements.
- To assist with practical lessons setting out and collection of apparatus and other equipment. To assist with the demonstration of apparatus and equipment as requested by the teaching staff.
- To keep stock records up to date, ensuring that records are accurate.
- To report deficits in stock levels to the senior technician or the Head of Science
- To act to reduce laboratory risks in accordance with COSHH regulations e.g. correct labelling of bottles, giving teaching staff the appropriate hazard cards for practical work.
- To care for animals and plants kept for observation and experimental purposes in term time.
- To set up and maintain visual aids, overhead projectors, tape recorders video and television, data logging equipment and ICT responsibility.

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- To participate in courses and other in-service training on and off school premises as may be required by the Head of Science.
- Any other particular duties as agreed between technicians and the Head of Science.
- Subject to skills, training and qualifications of the individual technicians.
- Provide a level of training to PGCE student completing their NQT
- Particular duties may include;
  - i. Care for, maintain and dispose of materials for micro-organisms culture.
  - ii. Making up solutions and other chemical recipes to appropriate degree of accuracy.
  - iii. Undertaking routine maintenance and simple electric equipment.
- To purchase perishable goods and other small items for class practical work from local shops.
- To administer First Aid in the laboratory, subject to experience and qualifications held by the technician and write a record of such in the laboratory accident book. All accidents or problems must be also reported to the School Officer. To obtain training in First Aid if required.
- To report laboratory repairs and maintenance to the finance and facilities manager.
- To prepare orders for signatures by Head of Science. To make enquiries from suppliers with regard to cost and availability of the materials.
- To construct apparatus for general or demonstration use and to repair apparatus as appropriate.
- To make sure that all plants etc. are cared for during vacation.
- To supervise the use of radioactive materials, under the guidance of the radiation officer.
- To be a member of Health and Safety Committee and ensure that Health and Safety regulations are brought to the attention of and understood by both technicians and the teaching staff within the science department.
- To organise and supervise work patterns of other technicians to ensure an equitable distribution of work load. To provide assistance for other technicians when required.
- To ensure as much is practical, the safety of all electrical equipment, as required by the school code of practice relating to the Electricity at Work regulations 1989 and any similar regulations subsequently in force.
- Liaise with teaching staff through the Head of Science regarding appraisal of other technicians.
- Manage and keep records of the budget for the department in agreement with the Head of Science.
- Responsible for departmental budget (£15 000)
- To take an active role in supporting the implementation of the departmental Health & Safety Policy.

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- Organise and monitor cover work for absent staff. Support supply teachers.
- Training and supporting PGCE students, NQTs and new members of the department.
- Advice and support teachers with all practical aspects of curriculum
- Leading the department in interpreting and resourcing new schemes of work.
- Supporting departmental behaviour policy
- Dealing with all telephone enquiries for the whole department
- Carryout class demonstrations for science club and lessons
- Lead role in modernisation of science department
- Support with timetabling.

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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

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I acknowledge that I have seen, understood and received a copy of the job description.

SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE:

We are committed to safeguarding and promoting the wellbeing of young people and expect all staff to share this commitment. All successful applicants will be required to undertake an enhanced criminal record check via the DBS prior to appointment.