

chaseterracetechnologycollege

Part of the Stephen Sutton Multi-Academy Trust

JOB DESCRIPTION

JOB TITLE:	LEAD SCIENCE TECHNICIAN
JOB HOLDER:	
LOCATION:	CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF DEPARTMENT (SCIENCE)
JOB GRADE:	SCP 9-15
HOURS OF WORK:	37 HOURS (39.2 WEEKS) 08:00-16:00 Monday – Thursday. 08:00 – 15:30, Friday. (inclusive of a 30 minute, unpaid lunch break)

STATEMENT OF PURPOSE

The post holder will oversee the technician and administration team, ensuring the appropriate delegation of daily/weekly tasks, providing an efficient technical support service within the Science department.

MAIN DUTIES AND RESPONSIBILITIES

Support to curriculum:

- ❖ To co-ordinate the preparation and distribution of apparatus and chemicals for all KS3-5 lessons, as requested by teaching staff.
- ❖ To check work that is carried out in the Science laboratories by outside contractors.
- ❖ To attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- ❖ To set up and test experiments before lessons, assessments and examinations to ensure they work.
- ❖ To assist and organise the distribution of cover work when teachers are absent.
- ❖ To recommend suitable experiments and facilitate their inclusion in the science curriculum.
- ❖ To assist with the organisation of faculty trips, including help with the supervision of students during trips.
- ❖ To have an overview of the science budget, liaising with suppliers to obtain discounts, ensuring best value for money is achieved.
- ❖ To assist with the development of resources, evaluating and sourcing new materials for changes to the science curriculum. To collect materials from local suppliers as and when needed.
- ❖ To carry out an annual stock-take of chemicals and maintain an up to date electronic copy in the shared ICT area.
- ❖ To complete annual equipment checks, including PAT testing and update the Asset Manager.
- ❖ To support the induction of new teaching staff and those outside their specialism, assisting them with setting up experiments they may be unfamiliar with.
- ❖ To take care of any plants and animals in the department.
- ❖ To produce relevant teaching aids, source new equipment and arrange repairs to older equipment as required.

Support to Health and Safety standards:

- ❖ To act as health and safety representative for the Science department and attend Health and Safety meetings, audits and reviews as required.
 - ❖ To ensure all health and safety requirements are met, including safe storage of chemicals.
 - ❖ To maintain the shared ICT area including updates in CLEAPSS and COSHH and any supplementary risk assessments with 'Haz' cards and recipes.
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- ❖ To regularly check the laboratories for any dangerous or broken equipment.
- ❖ To ensure appropriate Personal Protective Equipment (PPE) is provided and maintained for all staff and students as necessary.
- ❖ To assist in the event of any incident and/or spillages, ensuring the school's incident reporting procedure is adhered to. To complete any investigations as required.
- ❖ To ensure all sterile microbiological techniques are used in the preparation and disposal of organisms.
- ❖ To check the numbers of materials and equipment before and after a class for quantity and damage.
- ❖ To monitor CO2 in the laboratories when Bunsen burners are being used or with temperature rises.
- ❖ To ensure all chemicals are stored, used and disposed of correctly in line with COSHH regulations.
- ❖ To complete termly checks on gas supplies, taps, electrical sockets, lighting, stools, chairs and benches etc.

School support:

- ❖ To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- ❖ To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ❖ To be aware of, support and ensure equal opportunities for all.
- ❖ To contribute to the overall ethos/work/aims of the school.
- ❖ To establish constructive relationships and communicate with other agencies/professionals.
- ❖ To attend and participate in regular meetings.
- ❖ To participate in training and other learning activities and performance development as required.
- ❖ To recognise own strengths and areas of expertise, using these to advise and support others.
- ❖ To assist with student needs as appropriate, during the school day.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
 (Job Holder)