

JOB DESCRIPTION: Senior Laboratory (Science) Technician

Salary: NJC Scale 5, SCP 12 (Range 12 – 17, FTE: £22,183 - £24,491)

Hours of work: 33 hours per week, term time plus 5 professional days.

Line of Responsibility: The senior laboratory (science) technician will be directly responsible to the Head of Science.

Purpose

The senior laboratory (science) technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- The line management of all science technicians including their induction, training and performance management.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Operational

The post holder shall:

- establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- organise and monitor the science technicians' workloads to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately.
- ensure that staff in the science department/s are aware of and comply with all health and safety requirements and other relevant regulations.
- in discussion with the head of science organise and put in place contingency plans to meet the needs of the science department/s in the event of emergencies such as absence, power cuts or equipment failure.
- ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department/s.
- liaise with the head of science in order to put in place requirements for practical school and public examinations.
- coordinate the putting up and maintenance of appropriate classroom and corridor displays within the science department/s.

- ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- ensure the cleaning and maintenance of glassware, equipment and sinks.
- under the guidance of the head of science hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
 - Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.
 - Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
 - The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
 - The safe storage and accessibility of equipment and materials.
- take a lead role in the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
 - Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
 - Monitoring, controlling and maintaining financial records of departmental expenditure.
 - o Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
 - Undertaking the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- carry out and update risk assessments in accordance with school policies.

Personnel

- establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- identify the training needs of science technicians and organise appropriate development opportunities in discussion with Head of Science.
- complete science technicians' annual reviews, including the setting of appropriate targets.

Administrative

- ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- collate information, statistics and prepare reports as required by their line manager, the Principal and the governing board.
- oversight of online prep-requests and the sourcing of equipment / products by applying best value principles.

- ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- complete equipment and stock inventories as required.

General

- attend relevant meetings and training sessions.
- undertake first aid training and responsibilities as required.
- keep up to date with developments and changes in requirements and regulations and communicate appropriate information to colleagues.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder shall uphold the Colleges policy in respect of child protection and safeguarding matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the College performance management scheme.