

## **Senior Science Technician**

**SCHOOL:** **SECONDARY ONLY**

**JOB TITLE:** Senior Technician (Science)

**RECOMMENDED GRADE:** Scale 5

### **1. PURPOSE**

In accordance with the practices and procedures of the school, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff. To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities. To take responsibility for the supervision of Assistant Technicians as determined by the needs of the school.

### **2. ORGANISATIONAL RELATIONSHIPS**

- 2.1 Responsible to the Head of Department or other appropriate supervisor, but works to the requirements, and in support of, individual teachers on a day-to-day basis.
- 2.2 Where applicable, responsible for Assistant Technician(s).

### **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **A. PROVISION OF PRACTICAL FACILITIES AND RESOURCES**

- 3.1 To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- 3.2 When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments. To advise teachers, when required.
- 3.3 To install, test and calibrate both existing and new equipment.
- 3.4 Where applicable, to assist the teacher with course/project work, delivery of work programmes/lessons and assessments within the specialist area. *(See part 4 below).*

#### **B. CONSTRUCTION AND DEVELOPMENT OF APPARATUS AND EQUIPMENT**

- 3.5 To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.

- 3.6 At the request of teaching staff, to provide practical advice and safety instructions to students.
- 3.7 To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.

**C. MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES**

- 3.8 To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.

To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.

- 3.9 To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.

To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.

- 3.10 To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.

To ensure that appropriate levels of stock are maintained to meet the requirements of the department.

- 3.11 To ensure that residues and outdated stock are disposed of in a safe, efficient manner.

- 3.12 To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.

- 3.13 To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

**D. GENERAL RESPONSIBILITIES**

- 3.14 Where applicable, to supervise one or more Assistant Technicians, giving advice and guidance and to assist with technical staff induction.

- 3.15 To provide scientific assistance and advice when plumbers or others are working on the waste disposal or plumbing systems within the laboratory.

- 3.16 To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
- 3.17 Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
- 3.18 To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act and associated legislation.

To contribute to safe working practice in preparation/storage/teaching areas.

- 3.19 To maintain an up-to-date knowledge of technical developments in the field.
- 3.20 To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies,
- 3.21 To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum.

#### **4. GRADE**

Scale 5 is the appropriate grade where a postholder makes a very substantial and effective contribution to assisting with learning activities/work programmes (3.2 + 3.4) above refers).

or

Makes a substantial contribution to work with teachers and students at more advanced courses (equivalent to 'A' Level or NVQ3) and makes an effective contribution to assisting with learning activities/work programmes (3.2 + 3.4 above refers). Can act as a cover supervisor for whole classes.

#### **5. PERSONNEL SPECIFICATION**

Experience	Experience in specific area in a learning environment. Experience of working as a Science Technician in schools or other institution.
Qualifications/Training	NVQ 3 or equivalent qualification or experience in relevant discipline. Very good numeracy/literacy skills. Specific training in specialist area.
Knowledge/Skills	Effective use of ICT and other specialist equipment/resources. Full working knowledge of relevant policies/codes of practice/legislation. Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults.