



St Paul's Catholic College

Job Description

Position	Senior Science Technician	Pay Grade	Sc4.21
Department	Science	Work Pattern 36 hours per week for 39 weeks	
Line Manager	Team Lead Science Technician (TLST)		

Job Purpose

To contribute to and support the Head of Science and Team Leader Science Technician in the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum.

Summary of Key Tasks

1.	Management
1.1	Responsibility for training of any new and trainee technicians under guidance from the Team Lead Science Technician
1.2	Responsibility for the day to day running of the prep room
2	Technical Support
2.1	Preparing the practicals for KS3, 4 & 5 onto the trolleys to be delivered on time and cleared in an efficient and safe manner. Making sure there are sufficient materials, solutions, chemicals and apparatus required for either demonstration or practical work. All materials cleaned and stored correctly afterwards.
2.3	Providing technical advice and assistance to teachers, technicians and students
2.4	Supporting teachers in lessons with practical work where required
2.5	Supporting the work of the department in achieving the targets set out in the Science Development Plan.
2.6	Assist staff and students where appropriate.
2.7	Specific responsibility for the preparation of A Level experiment pertaining to speciality
2.8	Setting up and testing of demonstration experiments and ensuring that they will work satisfactorily
2.9	As delegated by Team Lead Science Technician liaising with the teachers responsible for Science Week, science club, forensic day and open evening, within agreed practical and staffing requirements.
3	Health and Safety
3.1	To undertake to keep abreast of current legislation with regard to HSE, CLEAPSS and COSHH
3.2	Ability to carry out risk assessments in relation to technician activities
3.3	Providing technical advice on health & safety issues to teachers and technical support staff

	especially on experimental work
3.4	The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards
3.5	The safe storage and accessibility of equipment and materials
3.6	Assists with the safe disposal of biological and chemical residues and other waste materials either in house or using outside contractors as specified on CLEAPSS hazards as directed by Team Lead Science Technician
3.7	Inspection, maintenance and correct use of safety equipment eg spills trolley, ladders etc
3.8	To provide emergency first aid treatment of minor laboratory injuries until a First Aider arrives.
3.9	Routine safety checks of laboratories and prep room.
3.10	Monitoring and ensuring the safe storage of chemicals, radioactive isotopes and electrical equipment.
3.11	Advising Head of Science of any Safety concerns in the absence of the Team Lead Science Technician
3.12	Locking up of laboratories and stores to ensure equipment is secure.
4	Maintaining effective services to labs and technician areas
4.2	Preparation of stock and standard solutions
4.3	Sterilisation of apparatus for microbiology.
4.4	Care of plants kept for observational and experimental purposes.
4.5	Routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
4.6	Responsibility for maintaining miscellaneous items eg the defrosting of fridges, freezers, washing towels stationery etc.
4.7	Maintaining apparatus and equipment in good working order, carrying out running repairs.
4.8	Construction and/or modification of laboratory apparatus.
4.9	Testing new experiments and assisting in devising new practical work.
4.10	Maintaining a stock of necessary materials for the construction of scientific apparatus.
5.	Administration:
5.1	Management of the chemical and equipment inventories
5.2	Support the introduction of new schemes of learning, through the organisation of new practical activities and resources.
5.3	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices
5.4	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection
5.5	Operating laboratory documentation systems
5.6	Attend relevant briefings and school meetings as required.
5.7	Engaging with the School Personal Development Programme
5.8	Take a full and active part in the College Continuing Professional Development
5.9	Attending relevant courses in support of the CPD
6.	Aptitudes:
6.1	Communicate effectively with staff at all levels within the school.
6.2	Work under pressure.
6.3	Organise and develop effective systems.
6.4	Be supportive of an effective safeguarding culture within the school.
6.5	Relate to young people.
6.6	Take initiative and work independently.

6.7	Work to high levels of accuracy.
6.8	Understand and manipulate numerical and statistical data.
6.9	Prioritise and plan to ensure completion of tasks.
7.	Skills:
7.1	Good level of ICT competence.
7.2	Time planning.
7.3	Organisational and administrative.
7.4	Problem solving.
8.	Characteristics:
8.1	Excellent attendance record.
8.2	Sense of humour.
8.3	Committed to achieving success.
8.4	Self-motivated.
8.5	Team worker.
8.6	Flexible.
8.7	Generosity of spirit.