



## Bellerive FCJ Catholic College

### Job Description - Senior Science Technician

Responsible to:	Head of Science Faculty
Responsible for:	Science technician
Hours:	37 hours per week - Term time only + 10 days (40 weeks)
Salary:	Pro-rata Salary = £19,810 (FTE £23,080) SCP 14

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*'Teach the children with all kindness and gentleness possible.'*

Marie Madeleine D'Houet (1781 – 1858)

*'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'*

FCJ Education: Our Vision and Values (2013)

**Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet.

## **Purpose of the job**

The responsibility of the Senior Science Technician to assist with the delivery of practical work in the school's science programmes and to be responsible for the science laboratories, prep room and storerooms.

The aim is to help the science teachers deliver the highest possible standard of teaching through experimental work and practical demonstrations and so improve students' performance in public examinations.

Expertise in Chemistry is a key requirement of this post.

## **Main activities as Senior Science Technician**

- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.
- Lead a team of laboratory technician(s) to ensure the provision of good quality technical support.
- To ensure appropriate support and development of the Science technician(s).
- To appraise other laboratory technicians in liaison with the Head of Science.
- To be responsible for the effective day-to-day deployment of the science technician(s).
- To spread good practice amongst other science technician(s).
- To induct new members of the technician team in school and department policy, systems and Health and Safety
- To have overall responsibility for the promotion and observance of a healthy & safe working environment for the Science technical support service in accordance with current Health & Safety regulations.
- Take a lead role in the provision of design, development and maintenance of specialist resources and projects within the department.
- To attend department meetings, as required, to discuss matters relating to the efficient running of the technicians' work.
- To ensure maintenance of equipment within the science department to an appropriate level of safety.
- To maintain all laboratory equipment, glassware and associated teaching resources in accordance with good laboratory practice and the maintenance procedures laid down by the manufacturers
- To ensure safety equipment is in place and in good condition by making regular checks and keeping an up to date log.
- To maintain the cleanliness and general appearance of science prep room, storeroom and labs to an appropriate level of safety.
- Maintain stocks of consumable items and record stock control and deliveries.
- To make recommendations to the Head of Science about the purchase of apparatus and equipment
- To maintain correct stock levels, purchasing consumables and replacement items of equipment as required.
- To order replacement stock of all kinds and in conjunction with teaching staff advice and help with the safeguarding and security of department equipment.
- To maintain up to date stock books.
- To carry out a stock check of all scientific resources from Biology, Chemistry and Physics termly.

- The preparation, delivery and removal of materials, chemicals and equipment for pupils and teachers to use in science lessons.
- Responsibility for science petty cash accounts.
- General clerical duties related to the department, as appropriate
- To inform the Head of department and caretaker of any necessary repairs to the fabric of the department.
- Contribute to the improvement of Science Schemes of Work by helping the Science teachers improve and extend their lab demonstrations and lab practical work.
- Preparing for and assisting with 'Required Practicals' for GCSE and A level Chemistry/Physics.
- To cover for absent technician(s) as directed by the Head of Science.

### **Responsibilities as Science Technician**

#### **D) Laboratory Servicing**

- You will be responsible for preparing science class practicals and demonstrations for all Science lessons from Years 7 to 11 and practicals and demonstrations for a science A-level Chemistry/Physics.
- Preparation of teaching materials for lessons including (apparatus, equipment, chemicals and specimens) as requested by teaching staff for practical work. These resources should be prepared and laid out in appropriate labs in a timely manner and cleared away efficiently and as immediate as possible after use.
- Check materials and equipment, before and after use by a class, for quantity and damage
- Set up demonstration experiments and ensure that they work satisfactorily.
- Clean dirty apparatus (glassware) after use.
- Use aseptic techniques to prepare sterile agar plates, culture media, and safely dispose of microbial cultures after use (Biology).
- Set up data loggers and other computer-aided experimental equipment in order to facilitate practical work.
- Trial new experiments and assist teachers in devising practical work, particularly for an A level science
- Assist in the preparation and attend school open evenings, including sixth form open evenings.

#### **B) Maintenance**

- Maintain and service equipment in labs and prep room.
- Liaise with Head of Science in order to arrange repairs and replacement of equipment and furnishings.
- Maintain the equipment in the prep room and labs in an organised and tidy manner.
- Modify or construct equipment as required by the Head of Science and other members of the science team.
- Check that all basic resources within laboratories are complete and flag up any problems with relevant teachers.
- Complete a stock check of all resources kept in labs allocated to you once every term. This includes laboratory equipment, glassware and safety goggles.

#### **C) Stock Keeping and Administration**

- Operate an efficient system for stocking, storing, transporting and distributing practicals and equipment.
- Source living, and dead, biological specimens/materials where necessary.
- Obtain quotations from suitable suppliers of equipment and materials.
- Maintain laboratory documents and safety manuals and ensure that they are up to date.

**D) Safety**

- Arrange for the safe storage of equipment and chemicals.
- Dispose of chemical, microbial and biological waste safely.
- To maintain records of the safe disposal of chemical, microbial and biological waste.
- Advise any cleaning staff of how they need to handle and hazardous waste material.
- Inspect maintain and assist in the correct use of safety equipment in labs.
- Ensure that technical knowledge is kept up to date through training and familiarisation with CLEAPPS guidance.
- Introduce and maintain working procedures as recommended by CLEAPSS.
- To be accountable for the maintenance of a safe and healthy working environment.
- To maintain a valid First Aid at Work certificate appropriate for a school science block setting and to deliver first aid care when required.

You will be required to act as a First Aider and undertake appropriate training to fulfil this part of the role.

**This Job Description is not exhaustive and will be subject to regular review.**

**March 2022**