**Senior Science Technician**

**JOB DESCRIPTION**

**Role Purpose:**

To be responsible for coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

**Key Accountabilities:**

Reporting to the Head of Science, this post holder will be accountable for

The core activities of the technician position include:

* Carrying out risk assessments for technician activities
* To ensure and promote the maintenance of a health and safe working environment
* To ensure the technicians contribute to the design, development and maintenance of specialist resources and/or long-term projects
* Sourcing costing and suggesting economic alternatives to maintain stock levels
* Keeping stock and financial records
* Planning the workload of the technician during school holidays
* Attending department meetings
* Managing, monitoring performance, training responsibilities and supervising the other technician.
* Organising the technical support to the science department.
* Liaising with the Head of Science.
* Designing, constructing and modifying apparatus.
* Delivering equipment to rooms.
* Collecting, checking and returning equipment to stores.
* Taking care of laboratory equipment and apparatus.
* Carrying out and arranging for maintenance and repair of resources.
* Constructing and modifying apparatus.
* General laboratory cleaning (bench surfaces and fixed equipment).
* Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
* Organising and storing chemicals and equipment.
* Sourcing costing and suggesting economic alternatives to maintain stock levels.
* Stocktaking chemicals and/or equipment.
* Placing orders, checking deliveries and invoices.
* Disposing of waste materials.
* Setting up and caring for plant and animal collections.
* Trialling practical activities.
* Carrying out risk assessments for technician activities.
* Providing technical support to experienced and trainee teachers including health & safety
* guidance.
* Providing technical support to students / pupils including health & safety guidance.
* Assisting in practical classes.
* Carrying out demonstrations.
* Keeping up to date with developments in practical science.
* Keeping up to date with health & safety requirements.
* Carrying out health & safety checks on laboratories, prep rooms and stores.
* Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
* Whole-school first-aid provision
* Holiday work includes: safety checks, replenishing stocks in laboratories, cleaning, stock checks, maintenance of equipment and forward planning.

Culture

* Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT’s policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with E-ACT’s policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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| **Post holder Signature: ................................................................................................** |
| **Date of Signing: ...........................................................................................................** |
| **Headteacher Signature: .....................................................................................................**  **Date of Signing: ...........................................................................................................** |