



Senior Science Technician - JOB DESCRIPTION

Reporting To: Director of Science	TEAL Associate Staff Pay Scale, Point 6
Job Purpose: <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>To provide efficient technical support to the Science Department, ensuring the safe use and development of practical resources.</p> <p>To provide guidance and support in meeting the practical requirements of the science curriculum including liaising with outside organisations. To lead a team of science technicians, providing support and guidance and co-ordinating the work of the team.</p>	
Key Responsibilities: Specific <ul style="list-style-type: none"> • Responsible for managing science technician/s, including conducting meetings, inductions, probationary reviews and annual performance reviews ensuring adequate training is provided including mandatory health and safety elements. • Provide technical support and expertise to science technician/s when required with more complex elements of their role, or when information is limited and more complex interpretation is needed. • Responsible for allocation of work and areas of responsibility for the Science technician/s, managing peaks in workload ensuring the needs of the teaching staff are met in an efficient and effective manner. • Prepare, set up, and distribute equipment and materials for science lessons, including practical experiments across biology, chemistry, and physics. • Ensure the safe storage, handling, and disposal of chemicals and hazardous materials in accordance with health and safety regulations (for example risk assessments; safe handling and storing of chemicals, COSHH requirements). • Maintain and repair laboratory equipment, ensuring all apparatus is in good working order, including annual insulation and earth bonding testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Maintaining accurate records of all maintenance, repairs and testing carried out. • Develop and trial new practical activities and demonstrations in line with curriculum developments. • respond to changes in the curriculum or school system ensuring the practical and technical facilities meet the needs and support the technician team in adopting these changes. • Responsible for stock management and maintaining accurate records of science consumables and expenditure. Ensuring chemicals, stationary and general laboratory equipment levels are maintained. Including placing of orders and processing of invoices liaising with the finance department as required. • Responsible for liaising with a range of suppliers to ensure best value and make local purchases where needed. Offer alternative and creative solutions when supplies are not readily available or budgets are limited.??? • Arranging safe disposal of biological and chemical hazardous waste through liaison with outside contractors. • Oversee and/or assisting in the preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Overseeing and/or carrying out demonstrations when required. • Overseeing the provision of apparatus and materials for microbiological, radioactive and chemical work, in full compliance with COSHH regulations governing the same. • Providing technical and health and safety advice to teachers, technicians and pupils including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills. • Be responsible for setting up monitoring systems to ensure adequate maintenance of practical facilities and laboratory services including storage is provided. Escalating faults or inadequacies to the Director of Science, Premises Manager as appropriate. • Ensure laboratories and preparation rooms are clean, organised, and compliant with health and safety standards. • Keep accurate records of risk assessments and ensure that all safety procedures are consistently followed. • Liaise with teaching staff to plan ahead for practical requirements and coordinate technician support accordingly. • Assist with the organisation and running of science-related events, such as open evenings, science fairs, or extracurricular clubs. • Responsible for locking up of laboratories and stores and securing equipment when not in use. • Stay informed about new developments in science education, laboratory techniques, and relevant health and safety legislation. 	

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	<ul style="list-style-type: none"> • Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	<ul style="list-style-type: none"> • Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	<ul style="list-style-type: none"> • Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.