

SAINT CECILIA'S CHURCH OF ENGLAND SCHOOL

JOB PROFILE For Senior Science Technician

DATE June 2021

JOB CONTEXT

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are now 950 pupils on roll, including approximately 200 in the Sixth Form.

This job profile recognises the requirements of the current Teachers' Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governing Body.

TITLE Senior Science Technician

JOB PURPOSE To manage and lead the science technician team.

To oversee the general running of the science teaching and preparation areas.

To support the Science curriculum by providing an efficient, effective technician service.

To be responsible for the procurement and maintenance of materials and equipment related to the Science curriculum.

To carry out regular hazard checks and ensure compliance with all relevant health and safety regulations.

To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

ACCOUNTABLE TO

For line management
and performance
management

The Curriculum Team Leader for Science

Duties

- a) To develop and maintain effective systems for the science technician team.
- b) To coordinate weekly meetings to ensure requisitions of equipment and resources are met.
- c) To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and to ensure cover for absent colleagues.
- d) To line manage and support the development of other technician team members, with the oversight of the Curriculum Team Leader.
- e) To identify, plan, coordinate and undertake team training requirements.
- f) To manage departmental equipment and resources and ensure appropriate stock levels are maintained.
- g) To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- h) To carry out and adjust risk assessments with the support of the Curriculum Team Leader.
- i) To work in collaboration with the Curriculum Team Leader to manage departmental budget.
- j) To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
- k) To undertake as and when required those duties which are normally the responsibility of science technicians.
- l) To ensure efficient preparation and organisation of equipment for lessons
- m) To clean equipment after use and support the teacher with any chemical spillages if they occur
- n) To liaise with facilities management staff with any requirements for the science department
- o) To ensure the application of Health and Safety procedures and to raise awareness of H&S issues with the science team.

General

- a) To undertake any training commensurate with the post.
- b) To assist in ensuring the safe conduct of pupils in the department.
- c) To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Curriculum Team Leader.
- d) To comply with individual responsibilities and the school's health and safety policy, in accordance with the role, for health and safety in the workplace.
- e) To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- f) The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.