



**What I Have, I Give**

# **ALL SAINTS CATHOLIC COLLEGE**

A Voluntary Academy

## **JOB DESCRIPTION**

**Job title:** **SENIOR SCIENCE TECHNICIAN**

**Responsible to:** Head of Department

**Overall objective:** To take a leading role in supporting the school in the fulfilment of its mission, and in particular to assist the Science Department in the delivery of its curriculum objectives

### **Main duties and responsibilities**

#### **1. GENERAL**

- To prepare equipment and materials for practical lessons for both demonstration and class use.
- To check materials before and after use to minimise losses and breakages.
- To contribute to the efficient running of the laboratories and preparation rooms by helping to ensure a clean, safe and orderly environment through efficient maintenance routines.
- To contribute towards the provision of relevant and changing display in the laboratories which supports the agreed teaching programmes.
- To maintain an inventory of materials and equipment, and carry out associated stock taking duties.
- To clean glassware and other equipment and to carry out simple repair and maintenance of the equipment.
- To use ICT where appropriate in the work of the Science Department.
- To carry out photocopying and assist in the preparation of worksheets, examination papers and other support materials.
- To facilitate the use of audio-visual equipment.
- To assist in the training of PGCE students by the Science Department by demonstrating practical work with the appropriate equipment.

- To liaise with the Head of Department in the placement or orders for apparatus, consumable stock, and checking deliveries.
- To oversee the work of the Assistant Science Technician.

## 2. HEALTH AND SAFETY

- To advise all science teachers on safety matters and contribute to the maintenance of high standards in Health and Safety matters.
- To be aware of the COSHH regulations as they affect the organisation of the Science Department.
- To ensure the safe storage and disposal of chemicals and solvents and the security of poisonous materials.

## 3. TEACHING STAFF AND CLASSROOM ACTIVITIES

- To support staff in classrooms where appropriate.
- To participate in and contribute towards in-service training where appropriate.

## 4. OTHER DUTIES

- Such other duties as reasonably correspond to the general character of the post and its level of responsibility, as designated by the Head of Science.

All technical staff at All Saints are appointed on a whole school basis and are expected to adopt to a flexible approach to working. They must be prepared to undertake other appropriate duties according to the needs of the school, as designated by the Head Teacher.