JOB DESCRIPTION

Job Title: Senior Science Technician

Responsible to: Head of Science

KEY ROLE

Working with Science teaching staff and the Junior Science technician, or independently as appropriate:

- To support learning and teaching within the Science Faculty
- To ensure that equipment, preparation rooms and laboratories are clean, safe and well maintained
- To carry out an annual stocktake and to identify purchasing priorities within Science
- To be proactive in promoting the wider Catholic life of the College and its Mission and Aims

KEY RESPONSIBILITIES (R)

R1. To ensure that apparatus and chemicals requested by teaching staff for practical classes are available.
R2. To ensure that apparatus used during practical classes is cleaned and stored appropriately and as soon as practicable after the teaching activity has taken place.
R3. To ensure that the preparation rooms are tidy
R4. To inspect science laboratories and preparation rooms at the end of each day to ensure that appropriate cupboards are locked and windows are closed
R5. To maintain an electronic inventory of apparatus, chemicals and books
R6. To carry out an annual stocktake, ordering replacements and adding purchased materials to stock.
R7. To carry out regular checks of fittings such as lights, windows, sinks, gas and water taps and liaise with members of the maintenance department concerning repairs needed.
R8. To help to ensure that the departmental learning environment is made as attractive as possible to create a positive climate for learning, e.g. by putting up display materials when requested.
R9. To maintain an up-to-date first aid certificate and provide appropriate first aid when required
R10. To contribute to any relevant in-service training programmes.
R11. To prepare for and attend the College Open Evening and Open Morning
R12. Membership of the College Health & Safety Committee
R13. First Aid for the whole school (organising training, First Aid kits etc.)
R14. To comply with any reasonable request from a member of the Science Faculty to undertake work of a similar level that is not specified here
R15. To ensure that whole-school policies are implemented, including particular reference to Safeguarding.

GENERAL DUTIES

R16. To participate in appropriate meetings with colleagues relative to the above duties