



# Cambourne Village College: Senior Science Technician

## JOB DESCRIPTION

Created Nov 2021

**Salary:** Scale 4 (range 7-11)

**Hours:** 40 hours per week for full time position, although those considering part time work are encouraged to apply

### Line of Responsibility

The Senior Science Technician is responsible to the Head of Science

### Line Management

The Senior Science Technician will line manage Science Technicians

## MAIN PROFESSIONAL DUTIES

### Purpose

- To lead technical support to the Science Department, keeping up to date with relevant developments
- To support the Head of Science and all Science teachers to develop effective systems to manage resources and prepare equipment and materials for lessons and displays
- To manage resources within the budget and other financial constraints placed upon the organisation
- Taking a lead role in ensuring that health and safety standards are adhered to
- Overseeing the maintenance of science equipment

### Operational responsibilities

- Preparing new lesson resources for Key Stage 5 teaching
- Have knowledge of, and be able to, implement safe working practices
- Record and oversee all Health and Safety hazards to the Head and Science
- Oversee the safe and effective operation and use of equipment, organising or completing necessary servicing and repairs as required
- Oversee maintaining an inventory of equipment for the Science Department
- Order equipment and materials following correct procedures and assist the Head of Science in the control of the department's budget
- Prepare equipment and materials for lessons, both for demonstration and class use
- Check materials and equipment, before and after class use, for quantity and damage
- Identify and alert staff to any clashes of equipment
- Organise the storage and distribution of ICT resources, to include maintaining the cataloguing systems
- Demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
- Provide support for all the Science staff in the classroom and assist pupils with routine practical tasks

- Ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves. Liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level
- Assist in preparing classroom and corridor displays. Mount and remove work as required.
- Oversee that the prep rooms are kept secure, clean, tidy and free from all hazards
- Ensure each teaching area is locked and secure when not in use
- Employ ICT to improve effectiveness of systems
- oversee departmental first aid boxes ensuring they are kept up to date and stocked
- General administration tasks e.g. photocopying and filing
- Assist in the compiling of pupil records, as required
- Carry out other tasks reasonably requested by the Head of Department, in accordance with the post holder's skills and qualifications.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the College's policy in respect of child protection and safeguarding matters.

The post holder will be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the College's appraisal scheme.