

St Bede's Catholic College

JOB DESCRIPTION

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| JOB TITLE: | Senior Science Technician Responsible to the Line Manager for the work of other Science Technicians |
| MANAGED BY: | Leader of Learning and Teaching Science |
| GRADE: | St Bede's Grade 8 (range 22-25) |
| HOURS: | 37 hours per week over 5 days (timings to be advised), term time only plus 5 in-service days |

**It is the responsibility of all staff to support the provision
of a great education for all pupils.**

Purpose of the Job

To manage, organise and deliver technical assistance and support activities to teaching staff and the designated manager in support of the teaching, guidance and learning that is necessary to deliver the curriculum and extra-curricular activities.

Key Job Outcomes

1. Utilise practical resources and facilities, providing assistance and advice on current 'best practice' in the practical needs of the curriculum, and ensuring this is embedded within the operational activity of the learning programme.
2. Follow standards and procedures defined by COSHH, CLEAPS and the designated manager to promote a safe working environment through
 - proactively contributing to the assessment, monitoring and review of safe working practices and procedures
 - keeping abreast of 'best practice' through networking and continuing professional development
 - the provision of technical advice and administrative support on safety issues to teaching staff
 - the disposal of used materials, including any dangerous substances, and dealing proactively with real or potential hazards
 - the storage and accessibility of equipment and materials
3. Contribute to the
 - the development of practical activities including the setting up and maintenance of specialist resources or longer term (research) projects, and by providing any advice, assistance and support requested by pupils and/or teachers for effective delivery of practical aspects of the curriculum.
 - the day to day organisation and development of the work of the curriculum area through day to day supervision of staff to ensure that essential performance standards are achieved.
 - to promote effective use of time and resources.

4. Ensure support technician staff are directed to provide a quality service.
5. Maintain good and full records of performances of staff and seek resources for necessary professional development.
6. Ensure routine and non-routine checking, maintenance, calibration, cleaning, fault investigation and the rectification of tools, equipment and machines to the standards defined by the designated manager.
7. Provide routine assistance to the designated manager and teachers in
 - the safe storage, retrieval and accessibility to equipment and materials
 - checking the availability of suitable materials and equipment, including keeping stock levels to defined limits and/or substituting suitable materials where necessary and appropriate
 - helping to compile and check delivery of orders, including liaison with suppliers to promote efficient and effective planning and use of resources/budget

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. All employees participate in an annual review of performance and agree targets for further development.

This description of the role does not include every task needed to be carried out in order to ensure a quality service to the College.

Post Review

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review and will change to meet college needs.

The Governors are the employees of all staff within the College and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

November 2017