



Job Description – Senior Science Technician

Post Title: Senior Science Technician

Post Holder:

Salary: GS-6

Location: Kings College Guildford

Job Purpose

Under the direction of the Head of Department, ensure that a safe, effective and efficient laboratory technical service is provided for students and teaching, the provision of technical advice and assistance in the classroom. Be responsible for the supervision for the team of technical support staff to assist the staff and students of the Science Faculty as required in the preparation, management and maintenance of Science Faculty technical resources and equipment.

Organisational Relationship

Directly responsible to the Head of Science

Main Duties

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties:

Management Role

- To monitor and evaluate the technicians' roles in order to assist staff and students in practical lessons.
- To supervise and motivate the Science Technicians Team (STT).
- To maintain adequate stocks of and order as necessary apparatus, equipment, chemicals, physics and biological resources and stationery.
- To provide technical assistance and advice to teachers and students in providing practical lessons.
- To ensure the flow of relevant information to the STT.
- To undertake the role of Science Department Health & Safety Focal Point and in support of ensure risk assessments are up to date and relevant. Ensure the CLEAPS system is maintained and teaching staff are briefed with regard to the Health & Safety aspects of practical lessons

General Role**Faculty Resources****Storage of Resources**

- To maintain an orderly and catalogued system of storage of apparatus including AV resources and other items used in Science teaching; to ensure that inventories of faculty apparatus are up to date.
- To maintain and keep up to date a stock of tools, spare items and components to ensure rapid repair and replacement of apparatus.
- To maintain an orderly and tidy working environment for all members of the faculty and students including laboratories, benches, preparation rooms, cupboards and storage areas.
- To carry out filing of AV resources and administrative items.
- To monitor the stock of stationery and related goods. To ensure an adequate supply is available for the faculty and to be responsible for the replenishment of stocks.
- To be responsible for the storage and protection of textbooks. To provide and keep a record of books issued to students.



Maintenance of Resources

- To repair and maintain apparatus and ensure expired components are replaced as required.
- Where repairs are not possible within the faculty, to arrange for the collection, repair & return of apparatus and payment for this. This should be done in consultation with the Head of Science.
- To ensure that checks are carried out on all services (electricity, gas, water and drainage) to the laboratories and preparation rooms and to report to the Premises Team, via the Head of Science, any defects beyond the capacity of the STT.
- To monitor the condition of the furniture, fabric and fittings and fixtures in the faculty. To carry out necessary repairs to these wherever possible
- To carry out necessary action to deal with incidents and accidents.
- To maintain and clean classroom glassware, equipment trays, etc and ensure classrooms are kept in an ordered and organised fashion.

Construction & Supply of Resources and Materials

- To construct apparatus, materials and teaching aids for use in Science.
- To report major maintenance needs to the appropriate authority and monitor progress on associated issues.
- To undertake appropriate general renovation of materials, fixtures and fittings within the scope of this post.
- To assist the premises staff with the delivery of goods and the removal of waste from the faculty.

Supporting Teaching

- To prepare, set up and deliver equipment (including computer resources), apparatus, chemicals, physics and biological resources for lessons as requested by staff.
- To prepare, set up and deliver apparatus for practical assessments in Science for all years including internal and external examinations.
- To collect apparatus from laboratories and return to appropriate storage areas.
- To clean apparatus after use and prepare as required for its future use.
- To assist teaching staff with the production of AV resources such as production and storage of worksheets, tests and examinations, to include items such as notices for safety, etc.
- To assist teaching staff in the process of producing formats for the storage of information and storage of records.
- To carry out filing tasks, assist in the provision and display of visual aids in the faculty and ensure that labs are fully stocked with general materials for teaching.

Training

- To attend courses as directed by the Head of Faculty so as to maintain and update skills appropriate to the post. To work towards appropriate qualifications so as to allow defined tasks to be carried out (E.g. electrical maintenance).
- To train as a qualified First Aider, if required to do so.
- To attend appropriate courses which address current legislation affecting the work of a Technician.
- To attend training organised within the faculty and school as appropriate.
- To train in the use of faculty ICT resources, as required, so as to enable administration to be carried out and teaching to be supported by the use of information technology.



General

- To liaise with the premises team as required to facilitate tasks listed in this job description.
- To liaise with the rest of the College to facilitate co-operation between departments such as the loan of apparatus.
- To help with setting up and clearing away apparatus for the annual Prospective Parents' Evening. To attend this event and help to contribute to its smooth running within the faculty.
- To work as a team member with all other members of the STT and the Science Faculty as a whole to help provide the best possible working environment for all.
- To comply with department, faculty and whole school policies and procedures, as required.
- To adhere to and promote college policies on equal opportunities and race equality.
- To participate in the college Performance Management/Staff Appraisal Scheme.

Animals & Plants

- To care for the animals and plants within the faculty to ensure their good health and welfare.

Health & Safety

- To comply with the requirements of the College Health & Safety Policy, having due regard for the maintenance of a safe working environment in science for all.
- To ensure that all maintenance and regular testing of resources and apparatus are carried out according to current regulations.
- To serve the faculty and college as a whole as a qualified First Aider, if required to do so.
- To repair and maintain apparatus and ensure expired components are replaced as required.
- Where repairs are not possible within the faculty, to arrange for the collection, repair and return of apparatus and payment for this. This should be done in consultation with the Senior Technician.
- To check all services (electricity, gas, water and drainage) to the laboratories and preparation rooms and to report to the Premises Team, via the Senior Technician, any defects beyond the capacity of the Science Technician Team.
- To monitor the condition of the furniture, fabric, fittings and fixtures in the faculty. To carry out necessary repairs wherever possible.
- To carry out necessary action to deal with incidents and accidents.
- To maintain and clean classroom glassware, equipment trays, paper rolls, etc and ensure classrooms are kept in an ordered and organised fashion.

Other Responsibilities

- To undertake general clerical and administrative tasks within the Science Faculty, as required.
- To assist with the administration and invigilation of college and public examinations, as required.
- To assist with arrangements to provide cover for absent teachers in Science, as required.

General

- To adhere to and promote college policies, including those on equal opportunities and race equality.
- To comply with college policies and procedures with regard to conduct and dress.
- To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme.
- To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description.

Working Time

This is a permanent post for 36 hours per week for 42 weeks per year (term time plus 3 weeks).

**General**

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Principal.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title

April 2022

Person Specification

	Essential	Highly Desirable
Qualifications/ Experience	<ul style="list-style-type: none"> ▪ Good general education with GCSE passes in Maths and English ▪ Good numeracy/literacy skills ▪ Excellent communication skills both written and verbal ▪ Appropriate knowledge of first aid ▪ Good IT skills ▪ Good Health and Safety knowledge ▪ Risk management experience ▪ Previous experience as a Science Technician 	<ul style="list-style-type: none"> ▪ First aid certificate ▪ Qualification in Chemistry
Professional Qualities	<ul style="list-style-type: none"> ▪ Ability to follow instructions ▪ Ability to plan and prioritise regular and irregular tasks ▪ Ability to communicate effectively with and motivate pupils ▪ Ability to explain and clarify instructions to pupils ▪ Ability to assist with the organisation of the learning environment ▪ Ability to undertake routine tasks under the direction of a teacher ▪ Committed to safeguarding and promoting the welfare of children and young people 	<ul style="list-style-type: none"> ▪ Participation in development and training opportunities
Personal Qualities	<ul style="list-style-type: none"> ▪ Work constructively as part of a team, understanding classroom roles, responsibilities and your own position within these ▪ Ability to work effectively with adult team members ▪ The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to 	<ul style="list-style-type: none"> ▪ Experience of working with students in a secondary setting

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