

## THE ELTON HIGH SCHOOL

### JOB DESCRIPTION

<b>Name:</b>		
<b>Post Title:</b> SENIOR SCIENCE TECHNICIAN		
<b>Department:</b> The Elton High School	<b>Post Grade:</b> 8	<b>Hours:</b> 7:30 – 3:30
<b>Special Conditions of Service:</b> Full time, term time plus holidays		
<b>Purpose and Objective of post:</b> To work under the guidance of teaching/senior staff to coordinate and provide the learning resources for all members of the Science faculty. This includes the provision of assistance, advice and guidance for teachers and other support staff within the department.		
<b>Accountable to:</b> Headteacher		
<b>Immediately responsible to :</b> Head of Science		
<b>Relationships (Internal and External):</b> Governors, Headteacher, Teachers, Support Staff, Students, Other agencies		
<p><b>Responsibilities:</b></p> <p>Provide and promote health &amp; safety advice to staff, students and support staff</p> <p>Ensure the maintenance of all scientific equipment including the fume cupboards, pressure vessels, first aid kits etc</p> <p>Update and monitor risk assessments within the Science department</p> <p>Contribute to the assessment and monitoring of safety procedures and practices</p> <p>Oversee the safe disposal of waste materials</p> <p>Organise the safe storage of chemicals and other equipment</p> <p>Respond to actual and potential safety hazards</p> <p>Design/construct/modify/set up apparatus within the classrooms</p> <p>Maintain equipment inventories/stock records</p> <p>Order stock and equipment</p> <p>Ensure that technician’s working area is kept orderly and safe.</p> <p>Plan, prepare and ensure the distribution of equipment and materials</p> <p>Collect/check and return equipment and materials.</p> <p>Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection</p> <p>Contribute to the overall ethos/aims/work of the School</p> <p>Establish constructive relationships and communicate with other agencies/professionals</p> <p>Attend and participate in meetings as appropriate</p> <p>Participate in training and other learning activities as required</p> <p>Recognise own strengths and areas of expertise and use these to advise and support others</p>		
Job Description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: