

**BALCARRAS SCHOOL  
JOB DESCRIPTION**

**JOB TITLE:** Head Science Technician (Full Time – Term-Time Only)

**RESPONSIBLE TO:** Head of Science

**RESPONSIBLE FOR:** Science Technicians

**GRADE:** Pt 11-15

**JOB PURPOSE:** Prepare practical resources and fulfil Health and Safety requirements for the Science department.

<b>Task</b>	<b>Action</b>
<b>Technician responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare resources and assemble apparatus</li> <li>• Set up multi-media resources (including data logging, projection, mobile devices, cameras, videos, SMART boards, tablets, etc)</li> <li>• Source and maintain adequate stocks of consumables</li> <li>• Give technical advice to teachers, other support staff and pupils</li> <li>• assist in practical classes and carrying out demonstrations where applicable</li> <li>• Obtaining materials by local purchase</li> <li>• Maintaining photocopied resources</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources</li> <li>• Keep up-to-date with health &amp; safety requirements through attendance at courses and reading publications</li> <li>• Provide technical advice and support on health and safety issues to teaching and trainee technical staff</li> <li>• Carry out risk assessments for technician activities</li> <li>• Be responsible for the safe treatment and disposal of used materials including hazardous substances (e.g. sharps and dissection material) and responding to actual or potential hazards</li> <li>• Responding to chemical hazards such as spills</li> <li>• The healthy and safe storage and accessibility of equipment and materials</li> <li>• Check fume cupboards, pressure vessels; carrying out safety checks, etc.</li> </ul>

<b>Health &amp; Safety (cont'd)</b>	<ul style="list-style-type: none"> <li>• Organise, store and check the condition of for example chemicals, radioactive sources, biological specimens and equipment. Fill up reagent bottles and jars. Make stock solutions.</li> <li>• Attend appropriate departmental meetings</li> </ul>
<b>Wider contributions to the Science Department</b>	<ul style="list-style-type: none"> <li>• Help research topical issues to keep displays current and eye-catching; change and put up displays in the laboratories and corridors</li> <li>• Contribute to the production of displays at key events such as open evenings, STEM week etc.</li> <li>• Construct and modify apparatus for use and helping with the development of novel practical apparatus as appropriate. This includes testing experiments and checking those included in SOW</li> <li>• General laboratory clearing/cleaning of bench surfaces/reporting instances of graffiti/ cleaning of equipment and checking for damage</li> <li>• Monitor distribution and collection of textbooks; covering and monitoring the conditions of textbooks</li> <li>• Photocopy resources as directed by departmental teaching staff to support practical work</li> </ul>
<b>In addition to these responsibilities, the Head Technician will:</b>	<ul style="list-style-type: none"> <li>• Act as line manager to the technicians in the department</li> <li>• Ensure that the technicians are up to date with training and attend appropriate training courses</li> <li>• Take overall responsibility for ordering and stocking consumables and equipment</li> <li>• Oversee distribution of resources such as exercise books, textbooks, revision guides etc.</li> <li>• Oversee formatting of official documentation such as schemes of work, worksheets, homeworks and tests.</li> <li>• Work with technicians and teaching staff to keep displays in the department well maintained and engaging</li> <li>• Oversee the practical delivery and give guidance for extra-curricular events such as STEM week, open evenings, curriculum days, primary school visits etc.</li> <li>• Be partly responsible for the design and delivery of extra-curricular clubs such as science club and astronomy club</li> </ul>

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

July 2021