



Job Title: Senior Science Technician

Responsible to: Science Head of Department

Job Purpose

To organise and provide technician support and advice, to meet the practical needs of the Science department including:

- Managing, training and allocating tasks for other Science technicians
- Work with the Science Head of Department to ensure Health and Safety requirements are met
- Managing the day to day working of the Prep Room, including ensuring all teachers have the equipment required
- Ensure the availability of materials and equipment, compiling orders, negotiating with suppliers and finance departments to manage the budget
- Supporting the Head of Department and other staff with administration

Duties include:

1. Managing work of other technicians including:
 - Allocating tasks for completion
 - Training staff and ensuring they are up to date with new techniques
 - Ensuring all staff are aware of all new regulations and H&S guidelines
 - Liaison with the Science Head of Department
2. Ensuring all Health and Safety requirements are being followed by all teaching and non-teaching staff including:
 - Keeping abreast of all new legislation/guidelines etc
 - Reporting any issues directly to the Science Head of Department
3. Working with curriculum staff, advising on:
 - Use of equipment
 - Resources available
 - Safety issues relating to planning lessons
4. Stock control including:
 - Regular checks of stock and equipment
 - Working with the Head of Department for re-ordering all resources to ensure stock is maintained at appropriate levels

- Responsibility for ordering all department requirements and managing the budget. Liaising with the Head of Department over financial decisions
5. Preparing and storing chemicals and solutions including:
 - Adhering to all Health and Safety regulations
 - Disposing safely and within guidelines of all waste chemicals and solutions
 - Ensuring safe and secure storage of all chemicals/solutions
 6. Maintaining resources including:
 - Ensuring all glassware and laboratory equipment/apparatus is clean and in good working order
 - Where possible making/repairing laboratory equipment
 - Maintaining all resources in good clean suitable condition
 7. Ensuring the delivery of apparatus to the appropriate location/laboratory

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.