



THE ACADEMY OF ST FRANCIS OF ASSISI

JOB DESCRIPTION

Job Title:	Senior Science Technician
Grade:	Scale 5
Reports to:	Head of Science
Main purpose of the Role	
Co-ordinate the use and maintenance of practical resources and facilities and provide specialist support and advice to staff and students in a specific curriculum/resource area to meet the practical needs of the curriculum.	
Core Responsibilities & Tasks	
<ol style="list-style-type: none">1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum to ensure that the varied needs of the students are met.2. Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes, setting up and on occasion carrying out demonstrations. Retrieving and clearing away apparatus.3. Actively contribute to the assessment, monitoring and review of health and safety procedures and make sure equipment and materials are used safely to maintain a healthy and safe working environment.4. Contribute to the design, development and maintenance of specialist resources and to long-term projects to ensure that the widest curriculum possible can be offered to students.5. Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that classrooms are appropriately equipped.6. Maintain up to date records of stocks and accurate financial records to ensure that the Academy's financial procedures are adhered to and supporting the Subject Leader in ensuring that expenditure is kept within budget.7. Under the guidance of the Teacher make sure that both routine and non routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.8. Organise and supervise the work and performance of other technicians in the department ensuring that their work is of the required standard, training and development needs are met	

and all policies and procedures are adhered to.

9. Give technical and health & safety advice to teachers, technicians and students/students and keep up-to-date with health & safety requirements.

10. Undertake exam invigilation, as required.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Academy
- The Trust operates a no smoking policy