

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Senior
Science
Technician



JOB DESCRIPTION

Job Title: Senior Science Technician

Reporting to: Head of Science Faculty

Reporting to the job holder: Science technician

Overall Purpose

To provide professional and technical support to the Science Faculty and ensure smooth running of the department. To oversee the support of Science Teaching Staff in Science lessons to ensure students make the best use of the time they spend in the laboratory and are able to use the equipment safely.

The Work involves technical support and the post holder will make sure that the equipment is functioning properly and that the right materials are available for particular lessons.

Main Tasks

- Care and general maintenance of labs used for science. Monitoring the function of equipment and carrying out necessary repairs.
- Liaising with staff to discuss timetables, equipment requirements and work plans.
- Preparing equipment and chemicals before lessons. Making up special equipment or modifying existing equipment as necessary from sketches or instructions supplied by science teaching staff. Explore the use of 3D printing technology to create models, prototypes, or teaching aids.
- Supporting the work of teachers in classes and laboratory sessions
- Monitor stock levels and store chemicals and equipment safely. Maintaining a clear and up to date inventory of all items.
- Working with the other laboratory technicians to ensure the most efficient use of resources and running trials of experiments prior to classes
- Coordinating work to ensure that the most efficient use is made of expensive pieces of equipment
- Line management of the Science Technician team and managing the allocation of work across the technician team.
- Place orders and assist in the monitoring of the departmental budget.
- Commitment to ongoing professional development and a willingness to keep up to date with scientific developments.
- Lead on and comply with all Health and Safety Policy, rules and guidance. To carry out risk assessments when necessary.
- Liaise with other departments such as D&T to enhance the teaching of STEM subjects. Participate in school-wide STEM initiatives, such as science fairs and competitions.
- General administration relating to the science department.
- Be an active member of the department taking proactive steps to enhance the experience of Science for students at Queenwood.

Organisation Chart

Head of Science Faculty

Senior Science Technician

Science Technicians

JOB DESCRIPTION

Other relevant factors

The Science department occupies purpose-built accommodation with good facilities, seven fully equipped laboratories and a classroom. We are currently undergoing a refurbishment programme in order to provide an enhanced teaching environment and to expand one of the teaching rooms. There are 2 prep rooms plus storage rooms.

Skills, Knowledge and Experience

Essential

Enthusiastic person with a knowledge of Science with A-level or equivalent qualifications in at least 1 science subject. Keen to learn.

Desirable

Experienced laboratory technician preferably Biology and Physics.
Bachelor's Degree or equivalent in a Science Subject.
Line management experience.