



JOB DESCRIPTION: SENIOR SCIENCE TECHNICIAN

SALARY RANGE: GRADE E (SCP 11-16)

HOURS PER WEEK: 36 (MON-FRI)

WEEKS PER ANNUM: TTO

RESPONSIBLE TO: HEAD OF DEPARTMENT



JOB PURPOSE: To work as part of the science department to support teaching & learning across the science curriculum, in particular the preparation and delivery of practical experiments.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

CORE RESPONSIBILITIES:

- Oversee, and provide direction to, others preparing chemical, apparatus and equipment.
- Provide and prepare all equipment, chemicals and specimens for practical sessions and examinations including, constructing, setting up and dismantling equipment as required.
- Advise and support staff in the safe and proper use of equipment and contribute to demonstrations as required.
- Co-ordinate the maintenance of the laboratories and equipment, including carrying out minor repairs to apparatus following standard procedures in accordance with Health and Safety requirements.
- Undertake regular safety checks, reporting any faults appropriately.
- Carry out minor repairs to apparatus following standard procedures in accordance with Health and Safety requirements.
- Ensure all resources are stored securely.
- Maintain a log of work requests and actions taken.
- Order equipment and supplies as necessary to support the delivery of the curriculum.
- Receive and check deliveries keeping accurate records for materials and equipment.
- Undertake general administration duties to support the department.
- Portable appliance testing of all electrical equipment in designated areas
- Participate in appropriate meetings relevant to the above duties

ADDITIONAL RESPONSIBILITIES:

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example.

LINE MANAGED BY:

- Head of Department

LINE MANAGER OF:

N/A

SPECIFIC RESPONSIBILITIES (Organisational):

- To support the supervision of students during transition and
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake first aid duties across the school on a rota basis.

LAST UPDATED

NOVEMBER 2023

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.