



SANDHURST SCHOOL

JOB DESCRIPTION

Job Title:	Senior Science Technician
Hours:	37 hours per week + 5 days (for INSET and holiday)
Grade:	BG-H SP19
Salary:	£25,517 per annum including Fringe Allowance

JOB PURPOSE

Responsible for the management of specialist curriculum/resource function and for the management of a team of support staff. Will take lead in specific areas, responsible for design and delivery of technical support requiring an advanced level of knowledge.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to the Subject Leader of Science. Line manages Science Technicians.

MAIN DUTIES AND RESPONSIBILITIES

1. Manage a team of technical support staff, including induction, performance management, training, mentoring and liaison between technical support staff and teachers to ensure effective organisation and deployment and represent staff at management or other meetings.
2. Manage and maintain a safe, orderly, purposeful and productive working environment.
3. Responsible for the accurate, timely preparation and presentation of specialist equipment, resources and materials.
4. Arrange for annual maintenance and safety checks on equipment.
5. Lead the planning, development, and organisation of support systems/procedures and policies in the relevant area.
6. Undertake relevant administrative management tasks, manage records, information and data and produce analysis and reports.
7. Manage stock levels within the allocated budget and conduct regular audits of resources.
8. Responsible for the maintenance and safety of specialist equipment, undertake repairs and modification where possible and arrange for specialist repair when required.
9. Demonstrate and assist others to use specialist equipment and materials and provide highly specialised advice and guidance as required.
10. You will be responsible for implementing risk assessments in the practical areas of the science department, and mentor/support staff with health and safety.
11. Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
12. Contribute to the overall aims and targets of the school, take initiative to establish constructive relationships with other agencies, in Be aware of and take part in the school's performance management framework, recognise your own contribution and expertise to lead, advise and support others and participate in training as required.
13. Undertake any other similar duties as required by the Headteacher.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative, and flexible, and willing to take on additional responsibilities, as can be reasonably expected of them within the scope and grading of the post. The duties outlined in this job description may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with scope and grading of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The post holder has budgetary responsibility for materials stock.