

KIRKLEES COUNCIL

SECTION: ALL SCHOOLS MODEL-TECHNICIAN

JOB TITLE: SENIOR TECHNICIAN 6 (SCIENCE)

GRADE: 6, (SCP 18-21)

PURPOSE OF JOB

Under the guidance of the Head of Department or Technician Manager, to co-ordinate the use of the practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

The curriculum areas include Science, Biology, Chemistry and Physics.

KEY AREAS

1. Laboratory Servicing
2. Construction and Repair
3. Health and Safety
4. Pupil Support
5. Administration
6. General

DUTIES AND RESPONSIBILITIES

1 Laboratory Servicing

- 1.1 To assist in the preparation of materials, stock, standard solutions, specimens, cultures and apparatus required for demonstration and for practical work in all laboratories.
- 1.2 To set up demonstration experiments as requested, ensuring they work effectively and are cleared away.
- 1.3 To assist in the sterilisation of equipment.
- 1.4 To be responsible for the care of animals and plants kept for observation and experimental purposes.
- 1.5 To undertake the general maintenance of the laboratory and that all surfaces and equipment are clean and safe to use.
- 1.6 To deliver equipment and resources to laboratories or classrooms as requested.

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1.7 To carry out investigations and experiments to obtain results to be used by the teaching staff and to assist in the laboratory.

1.8 To test experiments before their use in a classroom setting.

1.9 To collect, clean, check and return resources to stores.

1.10 To set up ICT and multi-media equipment.

2 Construction & Repair

2.1 To maintain and repair apparatus, laboratory equipment to required standards, including obtaining estimates for more complex repair work.

2.2 In consultation with the Technician Manager to test new equipment and devise new practical work.

2.3 To construct and/or modify laboratory apparatus for use and display.

3 Health & Safety

3.1 To ensure the safe storage and/or disposal of storage equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/ materials used in the laboratory)

3.2 In liaison with the Technician Manager, inspect, maintain and ensure correct use of safety equipment.

3.3 To keep up to date with health and safety requirements and with developments in practical science. (Attending courses and reading publications)

3.4 To give health and safety information to technical staff, teachers and pupils/students.

4 Pupil Support

4.1 To assist in practical classes and carry out demonstrations working with pupils/students where appropriate.

4.2 To operate a loan system for equipment internally and with other schools, advising on suitability of equipment and experiments.

4.3 Maintain awareness of current developments through appropriate training.

5 Administration

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- 5.1 To provide an efficient system for ordering, stocking, storing and distributing items used in the Science Department, including any associated record keeping.
- 5.2 To operate all relevant information and recording systems including cataloguing, filing and inventories and legal records as they relate to Health and Safety and equipment/ appliance testing.
- 5.3 To receive and check deliveries and associated invoices.
- 5.4 To obtain materials by local purchase

6 General

- 6.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 6.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: **Head of Department/ Technician Manager**

RESPONSIBLE FOR: **None**

JD Reference No	SS/T06/Sc
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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