Sandwich Technology School



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| **Role Title** | Senior Science Technician  |
| **Job Purpose** | To provide a comprehensive technical service to teaching staff in the Science Department as directed by the Director of Science.  |
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| **Principal Accountabilities** | * To lead and supervise the Technician team effectively.
* To ensure the technician team keeps up to date with health & safety requirements and developments in practical science.
* To provide apparatus and materials and set up experiments, as requested by teachers, in a clean, safe and working condition for use by teachers and pupils.
* To clear away and clean all apparatus after use, returning chemicals to safe storage.
* To see that the laboratories are kept clean and tidy and in a safe state.
* To construct and modify apparatus wherever possible to meet the department’s needs, or arrange repairs.
* To maintain stock solutions of chemicals for use in the laboratories up to Advanced Level.
* To provide a Visual Aids service, recording programmes and cataloguing the DVD library on M:drive as requested by the teachers.
* To set up computers for data logging as required for lessons.
* To carry out Science photocopying as required.
* To research ‘best value’ resources, order as required and record monies spent in consultation with the Director of Science (ensuring no overspend).
* Other duties in support of the department as reasonably decided by the DLT.
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| **Competencies** | * Reliability
* Supervisory Skills
* Excellent verbal and written communication skills and ability to communicate in a clear and professional manner.
* Ability to prioritise own workload
* Professional personal presentation
* Team player
* Good IT Skills
* Attention to detail
* Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure.
* Ability to perform tasks with minimum supervision and work on own initiative.
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| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Uphold the school's behaviour code and uniform regulations
* Participate in appropriate staff training
* Attend relevant team and staff meetings
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The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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