



JOB DESCRIPTION

JOB TITLE	Team Leader Science Technician
DEPARTMENT/SECTION	Science Department
LINE MANAGER	Head of Science

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Under the guidance of the Head of Science, the Team Leader Science Technician's role is to coordinate the use of, and development of, practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum including the management of all science technicians, laboratories, prep rooms and stores

KEY DUTIES AND RESPONSIBILITIES:

- acting as technical support line manager
- overseeing the daily routine of requisition preparation in upstairs/downstairs prep room
- overseeing the distribution of work load of technicians as appropriate
- ensuring that technicians carry out their assigned daily duties
- overseeing the upkeep of all laboratories, storage areas and the prep rooms in the science department to make sure that rooms are kept in good working order and that a safe working environment is maintained
- being responsible for setting up and monitoring systems used in the management and control of practical resources including leading on stock control, compiling orders, liaising or negotiating with suppliers, maintaining appropriate records, ensuring the availability of suitable material, stationery and equipment and suggesting alternatives for suitability and economy
- having overall responsibility for organising, storing and checking the condition of chemicals and equipment
- taking the lead role in the design, development and maintenance of specialist resources by offering advice and support to teachers on the practical aspects of the curriculum
- undertaking the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, testing and repair of equipment to the required standard, including organising fume

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cupboard checks, balance servicing, microscope servicing, pressure vessel inspection, monitoring of radioactive sources

- having overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by keeping up to date with current procedures and practices through continuing professional development and ensuring that the technician team keeps up to date with health and safety requirements by the provision of relevant literature and arranging for technician INSET
- giving health and safety advice to technical staff, teachers and students
- having overall responsibility for the safe treatment and disposal of used materials, including hazardous substances
- when necessary, supporting technicians in their day-to-day work by assisting with the preparation of apparatus for class practicals and cleaning away after use
- covering the work of technicians on the occasion of their absence
- liaising with HOD with regards to changes in curriculum with respect to technical support
- assisting the Head of Department in technician appointments
- organising and providing induction for new laboratory technicians
- organising and chairing technicians' meetings, including meeting with individual technicians to discuss working practices
- attending all science department meetings as requested
- attending whole school staff meetings and INSET as requested

ADDITIONAL RESPONSIBILITIES

The CLEAPSS recommendation is that: "Technicians' first priorities should be to arrange for the provision and clearing of practicals and the health & safety of the technician service. Any extra tasks of a non-technical nature should only be carried out if there is sufficient additional technician time available."

The Team Leader Science Technician is not expected to perform photocopying duties for lessons, to distribute cover work for absent teaching staff, nor be left to supervise classes.

TERMS OF EMPLOYMENT:

The Team Leader Science Technician's standard hours of work are 8.30 - 4.30, with 30 minutes for lunch. The Team Leader Science Technician will also be required, on specified occasions, to work extended hours in order to attend meetings, INSET and prepare for Open Day, as well as being present on all Open Days and Information Days/ Evenings.

The Team Leader Science Technician will be required to work for two weeks (10 working days) during school holidays - 5 days to be worked at the end of the summer term; the remaining days to be worked before the start of each term. Any deviations from these hours require permission from the Head of Science as there is a no drinking/ eating policy for the prep rooms, the Team Leader Science Technician is allowed a 15-minute drinks break during the morning and afternoon period of work.

FOREST SCHOOL'S POLICY AND PROCEDURE:

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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