



**ST JOSEPH'S
COLLEGE**

Senior Science Technician

Full Time and Term Time plus 1 week

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

Job Description

Job Title:	Senior Technician
Hours:	Full time, 37.5 hours per week, term time + 1 week
Responsible to:	Head of Science
Responsible for:	Science Technician Team

Main Purpose

The Science Department consists of six laboratories and three preparation rooms. The Senior Technician will coordinate the day-to-day operation of the technical service within the Science Department, ensuring that practical activities are supported effectively, safely and efficiently.

The postholder will lead the technician team and work closely with the Head of Science to ensure that resources, equipment, chemicals and laboratory facilities are organised to support teaching and learning across all science disciplines.

The Senior Technician will provide technical expertise, coordinate technician activities, support the maintenance of laboratory resources and facilities, and contribute to the safe operation of the department through effective organisation, record keeping and advisory support.

General Requirements

All staff are expected to:

- Follow the College's Safeguarding Policy and procedures and ensure that the wellbeing of all students is their highest priority.
- Contribute positively to the day-to-day running of the College and follow College policies and procedures.
- Support the ethos, values and aims of the College.
- Work collaboratively with colleagues and share good practice.
- Treat all members of the College community with courtesy, respect and professionalism.
- Maintain high standards of health and safety.
- Attend relevant meetings, training and professional development activities as required.

Key Duties:

Technical Support and Resource Management

- Coordinate the preparation of practical activities for Key Stage 3, GCSE and A Level science lessons.
- Organise, prepare, distribute and collect practical equipment, materials and chemicals required for teaching activities.
- Coordinate the preparation of departmental practical activities across all science disciplines.
- Ensure laboratories and preparation areas are maintained in a safe, organised and effective condition.
- Ensure apparatus and equipment are cleaned, maintained and returned to appropriate storage locations.
- Monitor the condition of apparatus, reagents and materials and determine their suitability for use.
- Install, test, maintain, repair and calibrate equipment where appropriate.
- Check that laboratory fixtures, fittings and equipment are in a safe and serviceable condition and report any concerns promptly.
- Ensure safety equipment is maintained and readily available for use.
- Maintain accurate inventories of equipment, chemicals and consumable resources.
- Liaise with the Head of Science regarding stock levels, procurement requirements and replacement of equipment and consumables.

Leadership and Team Coordination

- With the support of the Head of Science, lead and coordinate the work of the science technician team.
- Allocate technician duties and monitor workloads to ensure departmental requirements are met effectively.
- Organise technician cover arrangements during periods of absence.
- Support the induction and training of new technicians.
- Identify training and development needs within the technician team and discuss appropriate opportunities with the Head of Science.
- Conduct technician appraisal meetings and contribute to the setting of professional development objectives.
- Promote effective communication and collaborative working within the technician team.

Departmental Planning and Operational Support

- Work with the Head of Science to plan technician support for curriculum delivery and practical activities.
- Assist in developing contingency arrangements to support departmental operations during staff absence, equipment failure, service interruptions or other operational challenges.
- Contribute to the ongoing development and improvement of technical services within the Science Department.

Health, Safety and Compliance

- Work with the Head of Science to risk assess technician activities and ensure appropriate control measures and safe working practices are implemented.
- Advise the Head of Science and science teaching staff on practical risk management, laboratory safety and relevant compliance requirements relating to practical science activities.
- Support the Head of Science in maintaining safe laboratory practices and promoting a positive health and safety culture.
- Alongside the Head of Science, liaise with and advise the Operations Team regarding laboratory compliance matters, including specialist equipment, fixtures and fittings, pressure systems, maintenance requirements and associated inspections.
- Maintain accurate records relating to chemicals, equipment and laboratory resources, including inventories, hazard information, labelling and storage records.
- Support the Head of Science and Operations Team in maintaining appropriate arrangements for the safe storage, handling and disposal of chemicals.
- Maintain familiarity with relevant guidance, including CLEAPSS recommendations and applicable health and safety legislation.
- Respond appropriately to accidents, incidents and chemical spills and support investigations where required.

Technical Advice and Support

- Advise teaching and technical staff on the safe use, preparation and maintenance of equipment.
- Act as a source of technical expertise within the department.
- Support colleagues in identifying suitable resources and practical solutions to support science teaching.

Other Tasks:

- Attend College open events, information evenings and other departmental events as requested.
- Undertake other duties reasonably associated with the role of Senior Technician and consistent with the postholder's skills, experience and professional responsibilities.

This job description will be reviewed periodically and may be amended following consultation with the postholder. It is intended to describe the principal duties and responsibilities of the role and is not an exhaustive list of tasks.

Person Specification

Education and Qualifications	Essential	Desirable
Minimum standard of GCSE (grade A*-C) or equivalent, in English & mathematics	✓	
Relevant qualification in Science		✓
Commitment to personal/professional development	✓	
Experience	Essential	Desirable
Experience of working in a laboratory/science related area	✓	
Experience of working in a school or similar establishment	✓	
Experience in the line management of staff.		✓
Knowledge and Understanding	Essential	Desirable
Secure knowledge and a good understanding of the key skills, concepts in specialist subject.	✓	
Clear understanding of the secondary curriculum and its assessment.		✓
Secure knowledge of Health and Safety	✓	
Working knowledge of relevant policies and procedures		✓
Ability to operate a range of ICT equipment and other specialist resources	✓	
Ability to proficiently use computer software including word processing, spreadsheet, database and internet systems.	✓	
Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork.	✓	
Good standard of numeracy and literacy skills.	✓	
Good communication skills	✓	
Excellent role model for staff and students.	✓	
A proactive, problem-solving approach	✓	
Innovative approaches to curriculum delivery		✓
Ability to generate ideas and drive initiatives		

Personal Qualities	Essential	Desirable
High expectations of students and colleagues.	✓	
Highly motivated and able to motivate and inspire staff and students.	✓	
Enthusiastic and committed.	✓	
A forward thinking approach.	✓	
Excellent interpersonal skills.	✓	
Ability to be reflective and self-critical.	✓	
Display calmness under pressure.	✓	
Charismatic – having a ‘presence’.	✓	
Positive and ‘can-do’ attitude	✓	
Other Requirements	Essential	Desirable
Enhanced DBS Disclosure is required.	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Child protection training	✓	

St Joseph's College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's mind, body, heart, and spirit to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others