



Co-op Academy  
North Manchester

## **CO-OP ACADEMY NORTH MANCHESTER**

### **SENIOR SCIENCE TECHNICIAN**

**Salary Grade 6**

**Permanent full time - TTO + 10 Days**

The role of the Science Technician is to provide technical support in Science with specific regard for Health and Safety regulations. Reporting to the Head of Science, the appointee will set up and operate equipment for Science practical lessons. This will include the trial of new practicals in conjunction with teaching safe to ensure safe practise, liaising with the other Science technicians to ensure equipment is available and the ordering of chemicals and equipment at key times of the year.

The post holder will ensure that the various resources of the school are used in the most efficient and cost effective way, so that the school can fulfil its educational objectives and continually improve in its teaching and learning within a pleasant and stimulating environment.

It is expected that all staff in the department show a commitment to achieving excellent outcomes for the pupils of the academy. The post holder will be expected to demonstrate the shared values of the academy and the trust in their work. The technician will be expected to contribute to the development of the department focussing on engaging pupils through stimulating practical work, by showing enthusiasm and resilience.

#### **Main Responsibilities**

##### **1. Science Technician**

- To provide technical support to teaching staff in Science (including preparing class practicals, displays and teaching materials).
- To maintain an up to date knowledge of relevant safety legislation and assist with the preparation of risk assessments (including continued training on modern equipment and up to date labeling of current resources).
- To ensure the safety and cleanliness of all practical areas such as resource bases and stock rooms (including providing guidance to staff on Health and Safety issues).
- To follow Health and Safety regulations at all times, demonstrating good work practice to the pupils and staff (includes preparing Health and Safety Guideline manuals).
- To make arrangements for the ordering, delivery and storage of materials (includes stock control).
- To be aware of the hazards and risks associated with having chemicals on the premises and the problems of handling and working with them.
- To be responsible for your own safe working and be aware of issues of safety in procedures suggested by others. Use HAZCARDS and CLEAPSS and ASE publications appropriately.
- To direct teaching staff to appropriate health and safety guidance when required.

- To ensure that chemicals are stored safely and securely in different groups taking into account key incompatibles.
- To dispose of waste chemicals responsibly with reference to recommended guidelines.
- To label laboratory chemicals with the appropriate hazard warning symbols and dates of purchase.
- To clear up chemical spillages safely and appropriately.
- To check the laboratories at the end of every day, paying particular reference to gas taps, water taps and windows.
- To ensure that laboratories are locked when teaching staff are not present and that the chemical store is locked at all times.
- To test practical procedures for feasibility when requested.
- To maintain laboratory equipment, carrying out minor repairs or organising major repairs where appropriate.
- To maintain the computerised stock list of chemicals.
- To liaise with the Head of Science regarding the ordering of chemicals and apparatus.
- To record the arrival of new equipment and chemicals into the department. Return invoices to the office.
- To provide first line ICT support for equipment within the department (including photocopying, duplicating and assisting with the preparation of resources such as laminating and filing).
- To be familiar with and follow the safety guidelines regarding the storage and handling of radioactive sources.

## **2. General**

- As part of a team, attend meetings and make suggestions in developing and reviewing the team's progress of policies and procedures.
- To liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To adhere to strict confidential practices in relation to all personal information relating to pupils, staff, suppliers and customers
- To work occasional additional hours whether in the evening or at weekends, when the workload requires it.
- To participate in staff development and training.
- To observe the MCMA's Equal Opportunities Policy.
- To undertake similar tasks, including exam invigilation and deputising for other support staff, as may be determined by the Principal in consultation with the post holder.