SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

**Title:** Senior Technician

**Post Grading:** Grade E

**Annual Hours:** 1482

**Weekly Hours:** 38

**Working Hours:** 08:00 to 16:00 4 days a week, 08:00 to 16:30 1 day a week (day to be determined) (30 mins lunch)

**Weeks per year:** 39 weeks per year (Term time plus INSET)

**Additional Hours:**

**Line Manger:** Curriculum Lead for Science

**Accountable to:** Curriculum Lead for Science

**Postholder:**

This document outlines the duties required of the post holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

Key tasks:

1. To support the Business Manager and the appropriate departmental leads in the efficient and effective management of the College’s Technician team.
2. To be Team Leader for the College’s Technicians, including the provision of training, induction, probationary reports and appraisals.
3. To line manage the Science Technicians and where appropriate and support their training and development.
4. Provide appropriate CPD that’s enables staff to keep up to date with the developments with practicals and Health and Safety guidelines and changes.
5. To support the Curriculum Lead for Science in the management of departmental resources, to include monitoring the budget, repair and maintenance of Science equipment, stocktaking and updating inventories of practical resources and stationery.
6. To support the science department with administrative tasks as directed by the Curriculum Lead for Science.
7. To manage the provision and maintenance of practical materials for laboratory classes and ensure correct storage and record keeping of hazardous substances is undertaken in line with COSHH and CLEAPPS guidance.
8. To support and advise teaching staff in their weekly equipment requisitions; for example, responding to requisitions that have been submitted, trialling experiments with staff when requested, provide training sessions where relevant, advise on alternative methodology and write risk assessments for the use in classrooms.
9. To set up and try out experiments before lessons, assessments and examinations to ensure that they work as expected.
10. To occasionally support Teaching Staff in practical lessons and the delivery of demonstrations as directed by the Curriculum Lead for Science.
11. To support extracurricular and enrichment activities including intervention, Science Week, Science club, primary liaison and the promotion of STEM within Science.
12. To oversee the cleanliness and general maintenance of laboratories and equipment, ensuring Health and Safety standards are met.
13. To maintain an audit of all practicals for KS3, KS4 and KS5 including resources, risk assessments and equipment required.
14. The completion of such other duties or developmental work, which may arise from time to time.