

**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Senior Technician	
Salary/Working Pattern	37 hours per week / term time plus 1 week Grade 5 (£27,803 - £30,296 per annum pro rata) Actual starting salary £24,527 per annum (under 5 years' service)	
Purpose of the Job	<p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching.</p> <p>To work under the direction of the Head of Science complying with current school policies and Health & Safety legislation and carry out the duties of a Senior Science Technician efficiently and effectively.</p>	
Responsible To	Joint Heads of Science	
Responsible For	Science Technicians	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	Low
	Degree of Responsibility for Children	Low
Conditions of Employment	<p>The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching</p>	

Duties & Responsibilities

Senior Technician & Science Technician:

- Making up solutions;
- Assembling apparatus;
- Delivering equipment and paperwork to the laboratory;
- Collecting, checking and returning equipment to stores;
- Taking care of laboratory equipment and apparatus including routine checks;
- Carrying out minor maintenance and notifying Senior Technician of need for major repair of equipment;
- Stocktaking chemicals and equipment;
- Caring for the department's plants;
- Trialling practical activities;
- Assessing risks for technician activities;
- Understanding, complying and keeping up-to-date with Health & Safety requirements;
- Setting up demonstrations including data loggers;
- Keeping work place, prep room, laboratories and storerooms tidy

In addition to the above, the Senior Technician will also be required to:

- Manage stock;
- Obtain materials by local purchase;
- Place orders and check deliveries/invoices;
- Keep financial records;
- Manage, monitor and supervise the performance of the other technicians;
- Keep up-to-date with Health and Safety requirements, ensuring that they are implemented within school, and that technicians are suitably trained;
- Arrange for major maintenance and repair of equipment
- Maintain up-to-date technicians notes for all standard experiments in Science
- File requisition sheets for 5 years with risk assessments
- Undertake flammable stock take for fire officer in school
- Liaise with premises for pressure vessel and fume cupboard checks and laboratory repairs e.g. gas taps & sinks, leaks & floods

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional duties or responsibilities as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.