**The Charter School**

**Senior Science Technician**

**Salary/Grade:** Hay 7 (points 24 - 31)

**Working time:** 36 hours per week, 39 weeks per year

**Responsible to:** Key Curriculum Leader – Science

**Responsible for:** Science Technician Team

**Job Purpose:**

The Senior Science Technician is responsible for:

* The organisation, delivery and development of technical services to the Science Department of The Charter School in order to support the teaching of a range of Science subjects by that Department.
* Maintaining the delivery of technical services to the Science Department with the assistance of the Science Technician Team.
* Providing guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school, and outside agencies.
* Promoting and observing of a healthy and safe working environment for the technical support service.
* Ensuring the technical team is resourced, organised and developed to meet the performance standards required by the department.

**Job Specification**

**Technical Service Delivery**

* To be responsible for the organisation of the Technician Team ensuring appropriate assistance in practical lessons is provided.
* Ensure the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, coordinating requirements across the department.
* Oversee and/or carry out demonstrations as required.
* Ensure the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate.
* Provide technical advice and assistance to teachers, technicians and students including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills.
* Ensure the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Maintain accurate records of all maintenance, repair and testing carried out.
* Set up, operate and monitor systems to ensure the maintenance of practical facilities and laboratory services, liaising with the Facilities Department as appropriate. Ensure the locking up laboratories and stores and securing of equipment when not in use.
* Ensure expenditure is in accordance with departmental policy and accurate financial records are maintained, liaising with the school’s Finance Department as necessary.
* Ensure appropriate systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the department’s needs.
* Oversee the maintenance of the Department’s specialist resources, including animal and plant collections, and observing Home Office regulations governing the same.
* Oversee the provision of apparatus and materials for microbiological, radioactive and chemical work, and compliance with COSHH regulations governing the same.
* Arrange the collection of specimens for curriculum purposes.
* Ensure correct use and simple maintenance of audio visual aids specific to the Science Department in consultation with relevant staff.

**Curriculum Needs**

* Participate in the development of the Science Department’s practical and technical facilities to meet teaching/learning needs, including assisting in planning layout of new facilities and advice on specialised requirements in furniture, fittings and services.
* Identify equipment needs in consultation with teaching staff and participating in the selection of new items. Advising on best-value suppliers.
* Maintain awareness of recent scientific and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development.

**People Management**

* To lead and manage the performance of all staff within areas of responsibility by example, communicating effectively, coaching and developing staff and providing regular feedback, to ensure high levels of performance and that agreed objectives are met.
* To ensure the effective deployment of all staff within areas of responsibility.

**Health and Safety**

* Operate and monitor systems for the safe storage of equipment, apparatus and materials, including chemicals.
* Arrange for the disposal of waste laboratory materials, including chemical and biological waste
* Ensure satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements.
* Ensure that apparatus, equipment and tools are appropriately maintained and issued.
* Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.
* Ensure that standardised risk assessments are available and that all staff are aware of their location.
* Maintain a resource bank of safety information.
* Provide first aid treatment for minor laboratory injuries and maintain first aid equipment in laboratory areas.

**General**

* To be flexible within the broad remit of the post.
* To attend school events as required.
* To arrange and give training sessions to staff to ensure that they are aware of procedures and regulations.
* To attend training sessions and meetings as required.
* To ensure compliance within the school of data protection regulations.
* Following direction from line manager, to seek, consider, and act upon professional support and advice as required.
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

**Senior Science Technician – Person Specification**

**Qualifications and experience**

* BTEC/TEC Higher Certificate or Advanced City and Guilds or HNC/HND or Bsc or equivalent
* Qualified First Aider or willing to train for certification
* Considerable demonstrable and relevant experience (including training).
* Supervising the work of others.
* Experience of a similar post in a school preferably with sixth form.

**Knowledge, Skills and Abilities**

* Ability to build and form good relationships with students, colleagues and other professionals.
* Able to lead, develop and motivate staff, delegating duties as required.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* Knowledge of science in relation to the main subject specialisms and curricular requirements.
* Knowledge of relevant health and safety regulations.
* Ability to lift and transport apparatus safely around the school.
* Knowledge of available materials, apparatus and equipment.
* Awareness of on-going trends and developments in curriculum content and teaching methods.
* Knowledge of teaching theory and learning methods.
* Knowledge of child/teenage development and behaviour.
* Ability to work proactively in managing the safe and efficient daily running of technical services to the science department, use of resources and space.
* High level of general laboratory technical skills and the ability to respond technically to changes in course content and teaching methods.
* Ability to manage consumables budget, monitor expenditure and maintain accurate financial records.
* Ability to manage systems of acquisition, processing maintaining and repairing stock.

**Personal Qualities**

* Good interpersonal skills with ability to maintain strict confidentiality.
* Initiative and ability to prioritise one’s own work and that of others to meet deadlines.
* Able to follow direction and work in collaboration with line manager and colleagues.
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Efficient and meticulous in organisation.
* Desire to enhance and develop skills and knowledge through CPD.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.