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| **Cranford Community College – Job Description** | **Grade: SO1** |
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Job Title: **Senior Science Technician**

Line Manager: **Head of Science**

**Main purpose of the job**

To be responsible to the Head of Science in preparing and coordinating the preparation and use of practical resources and facilities to meet safety requirements and the practical requirements of the science curriculum.

**Supervisory responsibility**

To be responsible for the allocation and co-ordination of the work of other technicians on a regular basis, including on the job training in accordance with the requirements of the Head of Science.

**Main responsibilities and tasks**

1. In accordance with requirements of the Head of Science, to ensure that the technician team is deployed in the most effective way to make best use of the skills available and to meet the performance standards of the department.
2. In accordance with requirements of the Head of Science, to promote a safe working environment by the science technician team which includes safe disposal of broken equipment, waste biological and chemical material, including hazardous substances and reporting faults in mains systems as appropriate.
3. To routinely monitor stock levels and order stock as appropriate (with the authorisation of the Head of Science as budget holder) including stationary, software, lab equipment, chemicals, books, any health and safety materials, etc. within the envelope of the budget held by the Head of Science.
4. To liaise regularly with the Head of Science to modify, manufacture, source and purchase new resources where possible to ensure sufficient resources for science lessons; to ensure basic maintenance and checking of equipment/resources including routine repairs
5. To liaise regularly with the Head of Science on the timetabling of significant practical investigations to ensure the availability of resources and equipment.
6. To prepare solutions, materials and equipment as required for lessons and assessed work, following instructions as set out in work schemes, syllabuses and other relevant documentation.
7. To assist, personally or by deploying another team member, in practical classes and carry out demonstrations under the supervision of the class teacher as required.
8. To promote awareness regularly of health and safety requirements and contribute to a safe working environment, following risk assessment and health and safety guidelines at all times.
9. To ensure the safe delivery, collection and storage of equipment, solutions and materials and the safe disposal of used solutions and materials
10. To check materials and equipment before and after usage for quantity and damage; to ensure that breakages and faults are reported regularly to the Head of Science, and as appropriate.
11. To organise and carry out regular cleaning of equipment and laboratory surfaces/equipment as required.

**JE2**

1. To maintain an up-to-date awareness of, and ensure compliance with school policies, protocols and procedures including relating to Safeguarding, health, safety and security, confidentiality, data protection, etc. reporting any concerns to the Head of Science (or Designated Person for Safeguarding & CP in the case of safeguarding concerns).
2. Through regular job training to ensure own technician knowledge is up-to-date and relevant; to disseminate this knowledge as appropriate.
3. To attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the school.
4. To undertake any other reasonable duties as directed by the Headteacher.

**Responsibility for resources**

Day to day responsibility for the proper use and safekeeping of laboratory equipment, e.g.

glassware, chemical solutions and science department resources, e.g. books.

**Signatures – line manager and job holder**

Signed………………………………………………… Head of Science

Dated:…………………………

Signed*…………………………………………………*

Senior Science Technician

Dated:…………………………

The duties of this post will change and develop over time. It is the jobholder’s responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary within the envelope of the salary

**Person Specification: Senior Science Technician**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Experience**  **and Qualifications** | * Good GCSE standard of education, including English & mathematics (or equivalent) * Degree and/or higher level science qualifications and/or extensive experience combined with a willingness to undertake training and qualification * An understanding of Health & Safety requirements for school science | * Experience of working in a dynamic and changing environment * Experience of managing resources & finances * Experience of managing people and systems * Experience of working in a school and/or with young people * An interest in considering a career in science teaching |
| **Knowledge & Skills** | * An excellent professional role model * Highly organised and good attention to detail * High expectations of self and others * Ability to effect improvement * Ability to use initiative and solve problems * Ability to manage time efficiently, prioritise work * Ability to work independently and with others * Ability to communicate clearly * Excellent interpersonal skills with adults and children * Good ICT skills and a willingness to learn more. * Ability to meet deadlines * Ability to manage people and groups to maximise team success | * An understanding of the school and science curriculum |
| **Equal Opportunities** | * An understanding of and commitment to Equal Opportunities for all * Sympathy with the aims and objectives of comprehensive & community education * A commitment to improving standards for all (e.g. by improving levels of attendance and punctuality of pupils) | * Experience of working in a multi-cultural context |
| **Values & Disposition** | * Positive attitude with self and others * Friendly * Consistent, calm and supportive manner * Assertive and confident * An effective team worker and leader * Excellent attendance and punctuality * High stamina & resilience * Reliable and trustworthy * Thick skinned & not overly sensitive * Open minded, Flexible and adaptable | * A sense of humour * A passion for science and learning * A belief in the ability to guide and nurture young people to success in science and school generally |
| **Professional Development** | * Evidence of personal development, training and qualifications * Willingness to take part in all relevant training and a commitment to one’s own professional development * The calibre to become an outstanding leading member of support staff * The ability to plan support and/or training for others, including teachers * The capacity and enthusiasm to learn and continuously improve | * Experience of training and supporting the professional development of others. |
| **Other** | An excellent track record demonstrating:   * Success in what you have done * Fitness for the post | * + A spotless track record, free from attendance, capability, disciplinary or grievance issues or warnings. |