



**Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## Job Description

### Senior Science Technician (Term Time)

**Line Manager: Head of Science**

#### Job Description

To contribute to the achievement of the GNSA strategic objectives by working as a member of the Science Team, providing effective and efficient practical support to the Science Department.  
To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum.

#### Responsibilities and Tasks

- ❖ Supervise, manage and direct science technicians to provide a good level of technical support for staff and students working in the science department.
- ❖ Organise deployment of the science technician team and delegate work load.
- ❖ Ensure that technical knowledge is kept up to date through training and familiarisation with CLEAPPS guidance.
- ❖ Organise and monitor stock control procedures to maintain practical resources in the department at a sensible level.
- ❖ Initiate orders for practical resources and keep appropriate records.
- ❖ Ensure the availability of suitable materials and liaise with suppliers where necessary.
- ❖ Be responsible for the accurate and punctual preparation of equipment and materials.
- ❖ Ensure the technical team performs practical duties safely and to a good standard.
- ❖ Make sure all members of the team are updated with development in practical science.
- ❖ Carry out risk assessments for technical work and provide relevant technical information for teaching staff.
- ❖ Take overall responsibility for the preparation of definitive equipment for internal and external tests and examinations.
- ❖ Ensure that personal technical knowledge is kept up to date.
- ❖ Introduce and maintain working procedures as recommended by CLEAPSS.
- ❖ Ensure the directions for preparation, storage, transportation and disposal of resources are followed safely by the technician team.
- ❖ Organise the programme of safety checks in the department and where applicable carry out safety checks.
- ❖ Organise the construction and modification of apparatus in consultation with colleagues.
- ❖ Contribute to the development of new/revised practical lessons.
- ❖ Oversee the trialling of new/adapted science experiments.
- ❖ Work with colleagues to adapt and introduce equipment to contribute to successful and safe practical lessons.
- ❖ Prepare appropriate apparatus, biological, chemical and physics materials to support science teaching.

- ❖ Maintain correct storage of chemicals, cultures and other biological substances.
- ❖ Dispose safely of used materials including hazardous substances.
- ❖ Use specialist knowledge to advise teaching staff on best practice when introducing new schemes of work for practical lessons and experiments.
- ❖ Work with the Science team to evaluate the new courses needs for practical sessions and be willing to take on research to support new developments

**Health & Safety**

- ❖ The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.
- ❖ The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals’ personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have. All staff must comply with policies regulating the proper use of computers, email and the internet.

**General**

- ❖ Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.
- ❖ Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience.
- ❖ Any changes to the job description following these discussions will be at management Head’s discretion.
- ❖ Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed.*



**Person Specification**

Senior Science Technician (Term Time)

Line Manager: Head of Science

1. Knowledge and Experience	Essential	Desirable
excellent listening, oral, grammar, numeracy and literacy skills	✓	
Experience of working in a Senior Science Role either in Local Authority or a School (education setting)		✓

excellent ICT skills including MS Word, MS Excel, MS PowerPoint, and use of email and internet	✓	
organising their time and working to deadlines	✓	
excellent record keeping, information retrieval, research and dissemination of data/documentation	✓	
skills in developing and maintaining professional working relationships with internal and external contacts	✓	
knowledge of educational sector	✓	
<b>3. Qualification and Training</b>	<b>Essential</b>	<b>Desirable</b>
Relevant experience in a similar role		✓
Excellent verbal and written communication	✓	
Experience of relationship building and developing confidence with colleagues and all customers	✓	
Have well developed analytical and problem solving skills	✓	
Excellent Relationship Management skills	✓	
Good time management, planning and organisational skills to enable effective management of workload and meeting deadlines	✓	
Ability to recognise sensitive situations, act appropriately whilst retaining the trust of colleagues	✓	
Hold a current driving licence	✓	
Be able to work flexible hours during the week	✓	
<b>4. Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
having attended relevant personal and/or professional development	✓	
excellent customer care skills and being able to work with people from a diverse range of backgrounds	✓	
working in an environment where experiences included taking initiative and self-motivation	✓	
being a clear communicator and managing information effectively	✓	
working and developing as a member of a team	✓	
Suitability to work with children	✓	
Enthusiasm, determination and an insistence on high standards	✓	
A sense of humour.	✓	
Excellent attendance and punctuality.	✓	
Willingness to learn new skills and approaches and to share the experience with others.	✓	
Belief in the value of individuals.	✓	
be a person of integrity	✓	
be able to maintain confidentiality	✓	
be able to remain impartial	✓	
have a flexible approach to working hours	✓	
be understanding to the needs of others	✓	
have an openness to learning and change	✓	
have a positive attitude to personal development and training	✓	
be able to confidently address groups of people and individuals	✓	
have excellent interpersonal skills	✓	
Have an eye for written detail	✓	
be confident in dealing with people in contentious, complex and sensitive circumstances	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Committed to the promotion of equal opportunities, fundamental British values and Co-operative values	✓	

