

SOUTHFIELDS ACADEMY

JOB DESCRIPTION

Job Title: **Lead Science Technician**

Grade:

Reporting to: **Head of Science Department**

Main Purpose of the Post:

To organize, deliver and develop technical services to the Science Department/Faculty of the School in order to support the teaching of a range of Science subjects by that Department. To be responsible for the preparation and safety of all chemicals, materials and equipment used in all areas of science teaching and be responsible for training other science technicians in their role.

Duties:

Organisation:

1. Maintaining the delivery of technical services. Organizing and supervising the technician work for the whole science department including day to day supervision of the technician staff.
2. Ensuring the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, coordinating requirements of the department.
3. Ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate
4. Providing technical advice and assistance to teachers, technicians and pupils including assisting in practical classes where requested by teachers. To monitor health and safety and supporting teachers and students with practicals. Constructing and/or modifying simple apparatus using basic workshop skills.
5. Ensuring expenditure is in accordance with departmental policy and accurate financial records are maintained. Liaison with school's accounts section as necessary. Ensuring appropriate systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the Department's needs
6. Overseeing the maintenance of the Department's specialist resources, including animal and plant collections, and observing Home Office regulations governing the same.
7. Assisting teaching staff in identifying needs generated by the curriculum
8. Maintaining 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.
9. Operating and monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
10. Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
11. Provision of 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
12. Ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information
13. When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.
14. Participating in the recruitment, selection and induction process of technician staff, in consultation with the Head of Department
15. Train the science technicians as required.

16. Setting up and maintaining systems for the organisation, administration and co-ordination of the technicians to meet the needs of the teaching service in an efficient and effective manner. Allocating work and areas of responsibility to the technicians
17. Setting up and operating a system of local communication ensuring staff receive appropriate information issued. Drawing attention to items of particular concern.

Resources:

1. Overseeing and/or assisting in the preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Overseeing and/or carrying out demonstrations when required
2. Ensuring 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. Maintaining accurate records of all maintenance, repair and testing carried out
3. Setting up, operating and monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with the Premises Officer as appropriate. Locking up of laboratories and stores and securing equipment when not in use
4. Overseeing the provision of apparatus and materials for microbiological, radioactive and chemical work, and compliance with COSHH regulations governing the same.
5. Setting up computers for the control of experiments and the data processing of results and setting up programmes for the use of staff and students
6. Arranging the collection of specimens for curriculum purposes
7. Undertake science projects as requested. Supervise students and staff on long term experiments
8. Identifying equipment needs in consultation with teaching staff and participating in the selection of new items. Advising on best-value suppliers
9. Arranging for the safe disposal of waste laboratory materials, including chemical and biological waste
10. Ensuring that apparatus, equipment and tools are appropriately maintained and issued

Responsibilities:

1. Managing and supervising the Department's Technicians
2. Participating 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
3. Ensuring compliance with health and safety regulations, among others, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with the authority's regulations and Departmental Policies
4. Identifying training and staff development needs, particularly in regard to changing skills requirements and career development. Monitoring and maintaining satisfactory professional standards of performance and conduct. Arranging and/or carrying out training as appropriate
5. Supervision of time keeping, attendance and annual leave. Ensuring appropriate leave and sickness records are obtained, maintained and notified in accordance with school procedures
6. Subject to school procedures, may be responsible for first stages of disciplinary procedures in respect of technical staff. Liaison with Head of Department regarding disciplinary matters where appropriate. Contributing to periods of formal monitoring and support of technicians in accordance with the school's competency procedure, where necessary.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Other Specific Duties:

- To continue personal development as agreed at appraisal.

- To address the appraisal targets set by the line manager each Spring Term.
 - To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
 - To promote actively the Academy's corporate policies.
 - To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
 - To show a record of excellent attendance and punctuality.
 - To adhere to the Academy's Dress Code.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION:

Experience (*essential requirements*)

1. Relevant experience (including training)
2. Working with children and young people, ideally in a similar environment

Qualifications/Training

3. BTEC/TEC Higher Certificate or Advanced City and Guilds or HNC/HND or Bsc or equivalent
4. Certificate for the testing of mains electrical equipment(*desirable*)
5. *First aid certificate (desirable)*

Knowledge/Skills (*essential requirements*)

1. Knowledge of science in relation to the main subject specialisms and curricular requirements
2. Knowledge of relevant health and safety regulations
3. Knowledge of available materials, apparatus and equipment
4. Awareness of on-going trends and developments in curriculum content and teaching methods
5. Awareness of conditions of service for local authority staff, disciplinary and competency procedures
6. Ability to relate well to children and adults
7. Knowledge of child development
8. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
9. Commitment to the protection and safeguarding of children and young people.
10. Value and respect the views and needs of children and young people
11. Work collaboratively and supportively with colleagues within the organization and with colleagues in other organizations
12. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
13. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
14. Willing to work willingly within organizational procedures, processes and to meet required standards for the role
15. Committed to continual personal and professional development
16. Reflective and learns from past experiences
17. Ability to work proactively in managing the safe and efficient daily running of
1. technical services to the science department, use of resources and space
18. High level of general laboratory technical skills and the ability to respond technically to changes in course content and teaching method
19. Ability to manage consumables budget, monitor expenditure and maintain
2. accurate financial records
20. Ability to manage systems of acquisition, processing maintaining and repairing stock
21. Ability to organise, motivate and develop a small team of Technicians
22. Ability to organise one's own tasks with minimum supervision and to set and work to agreed targets
23. Ability to communicate effectively with pupils and persons at all levels.