

Lilian Baylis Technology School

Job Description

Post Title:	Senior Technician
	Designated Curriculum Areas
Grade:	Scale 5
Point:	22-25
Responsible to:	Team Leader Science or Design Technology
Terms of Contract:	35 Hours per week 39 Weeks per year

Main Purpose of Job

To provide technical support to the Science Department.

To ensure resources are prepared efficiently and in a timely manner. To prepare materials for science lessons including handling and using reagents, glassware and laboratory equipment.

To lead the work of the technician service and have day to day supervision of the other Technician

Under the direction of the Team Leader, to co-ordinate the use of practical resources and facilities and provide assistance and advice in practical needs of science curriculum, including liaising with teaching staff.

To ensure and promote the maintenance of a healthy and safe working environment.

To undertake the lead role within the science department on both routine and non-routine checking, cleaning, testing, maintaining, calibration and repairing equipment to the required standard.

Technician – Designated Curriculum Area

Main Duties and Responsibilities

1. To liaise with the Team Leader on a daily basis to support the curriculum area
2. Set up laboratory apparatus as requested by teachers for demonstration purposes and check that it functions properly. Carry out demonstrations when required.
3. Assist/advise staff about the suitability and availability of apparatus for practical work.
4. Managing the chemical store, keeping a check on stock, arrange for disposal of unwanted, hazardous or expired chemicals.

5. Ordering materials, checking deliveries against orders, maintaining equipment stores and records.
6. Deal with spillages and other accidents according to the relevant regulations and departmental procedures.
7. Implement and disseminate all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H. and ensure compliance with statutory safety regulations.
8. Carry out Risk Assessments for the technicians work and ensure safe working procedures are followed.
9. Undertake continuous professional development activities. Identify training needs for science technicians and respond to training requests from individual technicians.
10. Support Teaching & Learning activities within the classroom as directed by the Team Leader.
11. Understand implement all school policies with particular regard for Health and safety, Equal Opportunities, and Customer Care. Work actively to overcome and to prevent discrimination on grounds of race, sex, disability.
12. To advise teaching staff on matters relating to practical and technical work and carrying out risk assessments.
13. To be responsible for ordering and maintaining stocks of stationery, equipment and other departmental materials in consultation with the Team Leader. To ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
14. To be responsible for the control and accounting of stock. This includes receiving stock, maintaining and updating inventories/stock books, keeping records of expenditure, completing stock checks and arranging for equipment to be repaired or routinely inspected.
15. To record and monitor all departmental laptops ensuring any discrepancies are reported immediately to the IT department.
16. To Line manage the General Technician – Science including ensuring staff is inducted and supervised on a daily basis.
17. To maintain storage facilities for all equipment and chemicals in accordance with the regulations and procedures.
18. To prepare chemicals, apparatus and equipment for use by teaching staff.
19. To ensure equipment and demonstrations are set up in time and cleared away in line with the relevant procedures. To include cleaning and repair as appropriate To support Teaching & Learning activities within the classroom as directed by the Team Leader. To take a lead role design, development and maintenance of special resource of long-term projects.
20. To deal with spillages and other accidents according to the relevant regulations and instructions. To administer first aid to students and staff as required.
21. To update records and maintain COSHH/Health and Safety regulations as appropriate.
22. To co-ordinate booking and use of resources including equipment, ICT equipment, television and videos.
23. To assist the Team Leader with provision of a Curriculum/Subject area as an attractive and stimulating environment for learning.

24. To undertake, as directed by Designated Team Leaders, the preparation of documents and teaching materials required by teaching staff and to undertake such photocopying as may be required. To ensure that all such teaching materials are available on time.
25. To ensure that practical examinations are set up in accordance with the Examination Boards' requirements.
26. To undertake continuous professional development activities, part of which will be to follow an appropriate training course in order to gain qualified first aider certification.
27. To understand implement all school policies with particular regard for Health and safety, Equal Opportunities, and Customer Care.
28. To work actively to overcome and to prevent discrimination on grounds of race, sex, disability.
29. To set up and maintain specialist ICT equipment for teaching staff and students.
30. To contact appropriate company for the disposal of waste chemicals.
31. To monitor, control and keep financial record of departmental expenditure with the control of the Team Leader, and in accordance with the school's policy.
32. To check fume cupboards, all equipment, first-aid kits, pressure vessels; carrying out electrical and other safety checks as required by legislation.

GDPR/Data Protection

To carry out duties of the post in accordance with the General Data Protection Regulations and Data Protection Act, the Computer Misuse Act, The Health & Safety at work Act and other relevant legislation such as "Freedom of information Act", as well as Council policies, procedures, standing orders and financial regulations.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations. To ensure that Council's values in respect of equality and diversity are fully expressed in the delivery of the service.

Health & Safety

To carry out all duties with full regard to the employee's legal obligations to maintain their own health and safety at work, to be aware of the impact of activities on the health and safety of others and to comply with any Department or local health and safety procedures or instructions.

Safeguarding

The Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Postholder's signature Date

Senior Technician

Manager's signature Date

PERSON SPECIFICATION

Essential Requirements (Selection Criteria)

EXPERIENCE

Experience of working as a school science technician or equivalent.

Competent in the use of IT equipment including data logging, pH probes and common software packages such as Microsoft Word, Excel and PowerPoint.

Experience of providing technical support.

Experience of using ICT equipment.

Experience of the control and accounting of stock and maintaining effective systems/records.

Experience of using and maintaining effective systems/records.

SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to prepare technical equipment and materials, to prepare chemical solutions and laboratory equipment.
2. Ability to work in an organised and methodical manner, to identify work priorities and manage the technician's workload.
3. Able to supervise and manage the other technician in a motivational and professional manner, providing advice and guidance as required.
4. Competent IT skills are required to manage the stock database and online resources.
5. Good written and oral communication skills, with the proven ability to communicate effectively with people from a variety of backgrounds.
6. Knowledge of COSHH/Health and Safety regulations.
7. Ability and willingness to work flexibly and as part of a team.
8. Proven record of effective implementation of and strong commitment to equal opportunities.
9. Ability to relate sensitively and appropriately to staff, students and others.
10. Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary.
11. Ability to support teaching and learning activities in the classroom.
12. Evidence of appropriate continuous professional development.
13. Ability to adapt to both varying tasks and those of a routine nature.

QUALIFICATIONS

14. Basic Health and Safety certificate or equivalent

15. GCSE or 'O' Level pass or equivalent in Maths & Science/Technology

DESIRABLE

16. Degree or equivalent in Science

17. First Aid