

## **The City of London Academy Highbury Grove**

**Post: Senior Science Technician**

**Grade: SO2 Spine Point 32-34 £31,953 - £33,627**

**Start date: September 2018**



The City of London Academy Highbury Grove is looking for an exceptional Senior Science Technician to join our highly skilled, successful and supportive Science Department.

Following on from our outstanding 2018 GCSE and A Level results we are looking for an enthusiastic and innovative Senior Science Technician to lead our technician team to support our excellent Science department.

This is a fantastic opportunity to be part of the team to bring the Academy forward to achieving its ambition to be an Outstanding Academy.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities within this evolving Trust.

As part of the country's best performing Trust for the new Progress 8 measure at KS4, the City of London Academies Trust is driven by ambition: to deliver world-class results as we combine the heritage and tradition of the City of London with creativity and innovation. We have a proven track record of school improvement, offering students an exciting curriculum and opportunities to perform, showcase their talents and experience the world of work outside of the classroom.

If you would like to build your future with us and be part of this exciting journey, please visit [www.highburygrove.coln.org.uk/staff-vacancies/87.html](http://www.highburygrove.coln.org.uk/staff-vacancies/87.html) to download a job pack and application form. Completed forms should be emailed to [hr@highburygrove.coln.org.uk](mailto:hr@highburygrove.coln.org.uk)

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process an enhanced Disclosure and Barring check will be required.

Closing date: 9.00am Monday 19 November 2018. Interviews will take place the week commencing Monday 19 November 2018.

## Senior Science Technician: job description

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<b>Post:</b>	Senior Science Technician
<b>Grade</b>	SO2 Spine Point 32-34 £31,953 - £33,627
<b>Responsible to:</b>	Subject Leader Science
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS disclosure.

### Job Purpose

- Working within the Science team to support staff and students in the delivery of effective practical work through the management, maintenance and administration of materials and resources in accordance with the relevant MAT policies and statutory legislation.

### Responsible for:

- Coordinating the use of practical resources and facilities and providing assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

### Liaising with (Working Relationships):

- Academy staff
- Science staff
- Science Technician
- External agencies
- Students

### Main / Core Duties:

- Preparing resources and assembling apparatus
- Obtaining materials, monitor and maintain necessary stock levels
- Give technical advice to teachers and students
- Carry out risk assessments for technician activities
- Assist in practical classes and carry out demonstrations
- Responsible for the safe treatment and disposal of all materials including hazardous substances and responding to actual or potential hazards
- Responsible for the safe storage and accessibility of equipment and materials within the Science Department

### Operational Planning:

- To assist with the planning of practical lessons

### Service Provision:

- Implementation and dissemination of all appropriate health and safety legislation and guidance with respect to science education, including COSHH
- Ensure that statutory safety regulations and safe practice is complied with
- Daily and weekly laboratory servicing, inspections and cleaning
- Practical preparation
- Setting up, testing and demonstrating practical equipment to ensure that students gain the most from the science lesson
- Safe disposal of chemicals in accordance with legislation
- Maintain stock control and order system
- Inventory management including maintaining a chemical database

- Maintaining laboratory documentation including work sheets, hazard data and legal records
- Organisation and storage of equipment, apparatus and materials including chemicals in accordance with regulations where appropriate.
- Setting up and on occasions carrying out demonstrations.

#### **Health and Safety**

- Ensuring that satisfactory standards of safety and security are maintained in relation to the Department's technician service in accordance with the Academy Trust policy
- To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by: -
- Actively leading and co-ordinating the assessment, monitoring and review of both health and safety procedures and information resources;
- Keeping up to date with current procedures and practices through continuing professional development;
- The provision of technical advice on health and safety issues to teachers and technical support staff;
- The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
- The healthy and safe storage and accessibility of equipment and materials.

#### **Service Development:**

- Liaise with teaching staff to develop new practical ideas and advise on schemes of work
- Develop new systems in the laboratories and preparation rooms to improve the technical support service
- Keep up to date with current procedures and practices through continuing professional development

#### **Staffing and Staffing Development:**

- Line Manage Science Technicians
- Deployment of technicians to meet the needs of the Science Department including allocation of duties and in consultation with teaching staff setting, monitoring and maintaining satisfactory standards in relation to the technician service.
- Liaison with the Business Manager concerning the appointment of Technician Staff including producing job descriptions, drafting advertisements and participating in shortlisting and interview procedures. Preparing probationary reports and interview additional information forms in consultation with the Head of Department/ appropriate teaching and technical staff.
- Identifying training and staff development needs, training and arranging for the training and development of technician staff including the induction of new technicians.
- Implementing technicians' conditions of service at local level including matters related to hours of work, attendance and timekeeping.
- Setting up and operating a system of local communication including ensuring that technicians receive appropriate information. Drawing attention to items of particular concern.

#### **Quality Assurance:**

- Under the overall guidance of the Subject Leader Science ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard

#### **Management Information and Administration:**

- Maintain accurate records for the Department in accordance with statutory legislation

#### **Communications:**

- Deal with enquiries from staff through email, telephone and verbal and relay messages to staff within the department where necessary

#### **Marketing and Liaison:**

- Ensure that a positive impression of the Academy is given at all times.

#### **Management of Resources (Other than People):**

- Be responsible for the management, maintenance and administration of all materials and resources within the Science Department

**Corporate Responsibility:**

- To abide by and implement all policies and procedures of the Academy Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

**Other Specific Responsibilities:**

- To provide First Aid within the Academy
- To support students with medical conditions as required.
- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.
- To carry out all duties in the most effective, efficient and economic manner.
- To continue personal development in the relevant area.
- Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.
- Perform any other reasonable duties as requested by the Subject Leader Science or Principal

**Safeguarding:**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

**General Statement:**

- This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

**Standards/Quality Assurance and Additional Responsibilities**

- Participate in staff training and development.
- Develop relationships with governors, LEAs and neighbouring schools/academies.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Compile statistical returns as required.
- Attend and participate in Open Evenings and other events where required.
- Uphold the academy's behaviour code and uniform regulations.

**Key Organisational Objectives**

The postholder will contribute to the academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: .....

Signature of postholder: .....

Signature of Chair of Governors: .....

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Good standard of general education and IT skills, including English and maths GCSE grade C and above	✓	
Educated to degree level or equivalent		✓
Evidence of continuing professional development		✓
COSHH		✓
Health & Safety		✓
<b>Professional Experience &amp; Understanding</b>		
Understanding of Health & Safety as it relates to Science including COSHH	✓	
Understanding of Safeguarding	✓	
Experience of undertaking or leading training of other staff particularly as it relates to supporting science lessons	✓	
Experience of supporting a Science Department with planning, organizing and preparing resources and equipment necessary for lessons	✓	
Knowledge of software packages including systems for maintaining records of equipment and materials	✓	
Experience of supporting science lessons to improve student outcomes and progress	✓	
Excellent knowledge of email and internet	✓	
Experience of providing administrative support	✓	
Experience of setting up, using, maintaining and developing administrative and technical support systems		✓
<b>Skills and qualities</b>		
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Attention to detail in communication and planning	✓	
Ability to manage a budget	✓	
Ability to problem-solve	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Well-organised	✓	
Well-presented	✓	
Fast and accurate keyboard skills		✓
Good understanding of database systems to produce reports and statistics		✓
<b>Vision and values</b>		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other academy staff, families, trustees and other external relationships		✓