

SENIOR SCIENCE TECHNICIAN

Grade 4 SCP 12-17 £24,496-£26,845 pro rata

Full Time (36.66 hrs p/week), Term Time + 10 days

Purpose of Post

Responsible for the provision of timely technical support for the science department to allow teaching staff to deliver the science curriculum and whole school and departmental initiatives, whilst ensuring science laboratories are maintained in a safe and clean working order. To line manage other Technicians as required.

Key tasks

Support

1. Ensure the maintenance, statutory testing, safety checks, cleaning and repair of laboratory equipment and tools to required standards, carrying out basic repairs and obtaining estimates for more complex work.
2. Oversee the preparation and delivery of materials and equipment required for demonstration and practical work/lessons. This could involve the routine care of resources including the plant and animal collection.
3. Maintain an accurate inventory of all apparatus and equipment, monitoring and operating an efficient stock control system and associated records for the department.
4. Retrieve, clear and clean materials and equipment used by teaching staff and students from work areas. Ensuring materials and equipment are stored appropriately.
5. Maintain laboratories and preparation rooms in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment and materials.

Technical Support

1. Deliver equipment and resources to laboratories as requested including the setup of materials and equipment for use in lessons.
2. Under the direction of the teacher, assist with practical classroom activities.
3. Support teaching staff with preparing for lessons, including contributing ideas to relate to activities to the National Curriculum, e.g. the development of apparatus, equipment or teaching aids for practical sessions, trial experiments before introduction to the classroom, or assisting with the production of worksheets for agreed activities.
4. Under the guidance of the teacher, support individual or groups of students during practical aspects of the science curriculum, making practicable adjustments where necessary to take account of learning styles and individual needs.
5. Provide guidance and support for the practical needs of the curriculum, including networking with other technicians from within and outside the school and appropriate professional bodies.

Supervision

1. To line manage other technicians, including giving instruction, technical advice and guidance, delegating tasks and ensuring work is to the required quality standard.
2. Carry out performance management and development reviews.

Health & Safety

1. Ensure safe storage and disposal of equipment, materials, chemicals, perishable foodstuffs, and liquids, and other inflammable and waste materials in accordance with school procedures and legal requirements/regulations.
2. Promote and ensure the health and safety of students and colleagues at all times.
3. Responsible for the promotion and observance of a safe working environment in associated work areas, including contributing to writing and reviewing risk assessments, reviewing safety procedures and distributing safety information for pupils and colleagues using the laboratories and preparation rooms.
4. Through training, networking and research, ensure the department's working practice is compliant in its science health and safety responsibilities according to current legislation.
5. Share health and safety knowledge and guidance with other technicians across the trust and wider schools networks.

Administration

1. Set up, operate and review all relevant information and recording systems, including cataloguing, filing, inventories and legal records, ensuring they are effective and efficient in their operation, including in relation to health and safety or equipment/ appliance testing.
2. Ensure the availability of suitable materials and equipment and order goods and services in line with school financial procedures and principles of best value. Record, monitor and control expenditure of associated budgets in conjunction with the Head of Department.
3. Receive and check deliveries and associated invoices informing the appropriate person if discrepancies.
4. Recommend the purchase of specific items of equipment, researching costs, seeking value for money and raising orders in consultation with the Head of Department.
5. Undertake related administrative tasks such as photocopying or assisting with display work.

General

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Manage workload proactively to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
3. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Undertake any other additional duties commensurate with the grade of the post.

Responsible to:

Head of Science / Business Manager

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Senior Science Technician Person Specification	Essential / Desirable	Application Interview
Qualifications		
Suitable qualification at a level commensurate with the role: Science GCSEs, A level, HNC/D	E	A
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Has, or is willing to gain appropriate health and safety training	E	A
Has, or is willing to gain a First Aid Certificate	E	A
Experience		
Practical experience of working in a scientific laboratory environment	E	A/I/T
Experience of using ICT to support completion of work tasks	E	A/I
Experience of supervising and motivating a team and supporting others to achieve objectives and complete tasks to deadlines	D	A/I
Experience of working in a team and individual working	E	A/I
Experience of working in an educational setting	D	A/I
Experience of keeping accurate financial records, managing a budget and following financial procedure	D	A/I
Experience of working or volunteering with school-age children/young people	D	A/I
Skills and Abilities		
Initiative to manage own workload without direct supervision prioritising tasks and responding to unexpected problems	E	A/I
Interpersonal skills to build effective working relationships with students and staff	E	A/I
Good verbal and written communication skills and the ability to share technical information	E	A/I
Able to work methodically and have attention to detail	E	A/I
Analytical skills to investigate problems and information, drawing conclusions and making recommendations for action	E	A/I
Organisational skills to prioritise and re-prioritise own workload & that of others and complete tasks to potentially conflicting deadlines	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I
Knowledge		
An understanding of the National Curriculum for Science	D	A/I
Knowledge of potential health and safety risks and issues associated with this job description, including COSHH/CLEAPSS regulations, and knowledge of how to mitigate these hazards	E	A/I/T
Understanding of the wider safeguarding agenda working with children and young people	E	A/I

Work circumstances

Able to work flexibly according to the needs of the school. This includes occasional evening or weekend work to support parents evenings (advance notice is given)	E	A/I
When required, to wear safety clothing and PPE as appropriate	E	I

A = Application, I = Interview, T = Task

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview