

Job Title:	Senior Science Technician
Location:	Tendring Technology College
Hours of work:	37 Hours per week 52 Weeks
Reports to:	Head of Subject
Salary:	

Purpose of the Role:

To provide support to teaching staff and students, particularly in the ordering, maintenance and organisation of supplies for lessons and the routine health and safety of equipment and work areas.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Science Support

- 1.1 To support staff and students in lessons as stipulated on timetable and at other times whenever required by departmental teaching staff.
- 1.2 To assist departmental teaching staff in the preparation and set up of resources and equipment ready for the start of each lesson as requested
- 1.3 To liaise with departmental teaching staff before morning registration to arrange preparation of rooms for the day and throughout the day as required.
- 1.4 To assist with clearing classrooms/equipment/work areas after lessons including return of resources to appropriate storage.
- 1.5 To supervise/support a maximum of two students in another classroom on a machine, providing the students have been given direction by the teacher beforehand.
- 1.6 To organise, maintain and order stock where required, including preparing orders for suppliers, and direct purchase of supplies where necessary.
- 1.7 To keep resources and equipment in a maintained, organised and accessible manner, including cleaning, dust removal, repairing and sharpening of hand tools and machinery.
- 1.8 To keep preparation areas and other communal working areas tidy, dust free, with walkways clear.
- 1.9 To keep logs and report issues to Head of Department / Facilities Manager / AET Helpdesk.
- 1.10 To undertake photocopying and filing as required by departmental teaching staff.

Health & Safety

- 2.1 To refer any health and safety concerns to the Line Manager and Facilities team
- 2.2 To ensure a safe environment is maintained within the working area.
- 2.3 To ensure the health and safety of machines and equipment in the department as stipulated in the Department Risk Assessment and Weekly Maintenance Checks.
- 2.4 To maintain and keep up-to-date COSHH data sheets where needed.
- 2.5 To ensure windows are closed and blinds are pulled down in the department at the end of the day.

General

- 4.1 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 4.2 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 4.3 To attend required meetings and training

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Science Technician

	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> Level 3 Science qualification (A Level or equivalent) 	
Knowledge /Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> Experience in a Science-related role Knowledge of Health & Safety including COSHH and ESCC regulations in relation to the safe handling and storage of chemicals Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools Experience of planning and managing a busy workload and conflicting priorities to deadlines Experience of maintaining accurate records and/or inventories Experience of resolving problems independently Experience of providing excellent customer service (anticipating and exceeding customer needs) Experience of building and maintaining effective relationships with others and negotiating effectively Experience of working effectively as part of a team 	<ul style="list-style-type: none"> Previous experience in a similar role
Skills	Line management responsibilities (no.)	n/a	
	Forward and strategic planning	<ul style="list-style-type: none"> Ability to plan work on a weekly basis 	
	Budget (size & responsibilities)	n/a	
	Abilities	<ul style="list-style-type: none"> Excellent literacy & numeracy skills Excellent IT Skills (G Suite or MS Office) Ability to stay calm under pressure Excellent communication skills with the ability to use clear language to communicate information unambiguously both verbally and in writing 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> Resilience Student focused Demonstrate a commitment to equality Takes responsibility and accountability Commitment to Academy aims, ethos & vision Willing to develop and learn in the role and undertake appropriate training courses 	
	Values	<ul style="list-style-type: none"> Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> Be unusually brave Discover what's possible Push the limits Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check Right to work in the UK Evidence of a commitment to promoting the welfare and safeguarding of children and young people Willing to develop and learn in the role and undertake appropriate training courses 	

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| | | <ul style="list-style-type: none">• Role requires flexibility to meet academy needs including working at Frinton campus• Role involves manual handling• Requirement to use VDU | |
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