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| **Post Title:** | **Senior Science Technician** |
| **Grade:** | DFT Grade 4 |
| **Date:** | September 2019 |
| **Responsible to:** | Lead Science Technician |
| **Hours:** | 37 hours per week, Term Time Only |

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| **Post Title:** | **Senior Science Technician** |
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| **Location:** | **The de Ferrers Academy** |

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| **The Strategic Vision**  To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background through the following strategic aims:   1. Deliver a high-quality education for all pupils 2. Recruit, develop and retain high-calibre members of staff 3. Establish and develop robust governance 4. Ensure financial probity and viability 5. Develop a highly-efficient trust infrastructure and central services 6. Establish effective systems to support the sustainable growth of the trust   **Job Summary:**  To work under the guidance of senior staff to provide a technical support service to the Science curriculum area.  **Personnel Specification:**  **Equal Opportunities:** The post holder is expected to have a knowledge and awareness of the Academy’s Equal Opportunity Policy, and to implement its provisions in the execution of the post’s duties.  **Experience and qualifications:** As appropriate to undertake the major duties of the post.  **Skills:** As appropriate to undertake the major duties of the post.  **Disclosure Level:** Enhanced |
| **Major Duties:**   * To offer expertise in Science Technology * To deputise for the Lead Science Technician * To assist the Lead Science Technician with line management of Science Technicians * To co-ordinate on a daily and weekly basis the preparation and distribution of apparatus to the laboratories as requested by the teaching staff * To attend and assist in practical lessons when required * To liaise with technical and teaching staff regarding any problems in the ordering of apparatus across both sites. * To assist with the annual audit of equipment * To assist with development of resources * To be responsible for the safe storage of chemicals, and apparatus in accordance with Staffordshire County Council Safety Procedures; * To deputise as Health and Safety representative for the Science Faculty, and attend Health and Safety meetings as required * To deal with emergencies in classes, breakages and spillages of chemicals; * To have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials * To take care of plants and any animals within the area * To collect materials from Academy grounds and local suppliers * Prepare and make teaching aids as required * To maintain and clean any scientific apparatus on an annual basis * To check materials and equipment before and after use by class for quantity and damage * To set up and try out experiments before lessons, assessments and examinations to ensure that they work * To work alongside the Science staff with the general running of the laboratories in a support staff capacity * To contribute to the smooth running of the Science Faculty as a whole; * Assist with monitoring the Faculty Budget * To have an overview of stationery and stock and assist in maintaining supplies. * To help with the organisation of Science Faculty trips.   **In addition:**  **Support for the Curriculum**     * Support the use of ICT where appropriate. * Make appropriate use of equipment and resources.     **Support to Academy (this list is not exhaustive and should reflect the ethos of the Academy)**     * To comply with the requirements of Health and Safety, or relevant legislation and school documentation * To undertake any other reasonable duties within the overall function, commensurate with the grading level and responsibility, of the job * To understand and comply with the Academy's Equal Opportunities Policy; * Support the Academy’s Learning Agenda * To take part in a Performance Review system * All support staff will work on INSET Days * Holiday leave will be in line with the policy for all support staff - Annual Leave cannot be taken during term time * All staff are expected to work in a flexible and versatile manner as directed by their line manager. * To work within the requirements of the Safeguarding Children’s Policy. * To have a responsibility for promoting and safeguarding the welfare of students. * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. * **Commitment to Safeguarding Children**    + Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:   + Having an awareness of school safeguarding policy and procedures regarding child protection   + Become aware of the signs and symptoms of abuse by attending relevant safeguarding training   + Understand and support the Academy by attending training relevant to current national safeguarding issues such as The Prevent duty, Child Sexual Exploitation, Female Genital Mutilation.   + Report all causes for concern to the Safeguarding team using detailed and accurate information.   + Ensure the safety of all pupils in the school learning environment both indoor and outdoor   + Being fully aware of and understanding the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people. * Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Ensure all students have equal access to opportunities to learn and develop. * Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process. * Contribute to the overall ethos/work/aims of the Academy. * Attend relevant meetings as required. * Participate in training and other learning activities and performance development as required (see footnote 1). * Assist with the supervision of students out of lesson times, including before and after Academy and at lunchtimes. * Recognise own strengths and areas of expertise and use these to advice and support others. |
| **Corporate Responsibilities**   * To assist with student needs as appropriate during the school day * To show support for and uphold our ethos, value, all policies and procedures * To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct * To support the induction of new staff, students and apprentices * To communicate effectively and professionally, both orally and in writing * To make a positive contribution to the wider life and ethos of the school * To act with professionalism, integrity and with due regard to matters of a confidential nature at all times * To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description. |

**CHILDREN AND LIFELONG LEARNING – HR SERVICES**

**PERSON SPECIFICATION**

**SENIOR SCIENCE TECHNICIAN - Grade 4**

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| **Essential Criteria** | **Measured**  **by** |
| **Experience**   * Experience in a related discipline. * Supervisory experience | AF/I |
| **Qualifications/Training**   * NVQ 3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&G Advanced Science Technician, or appropriate equivalent qualification or experience. | I |
| **Knowledge/skills**   * An excellent standard of practical knowledge. * A working knowledge of relevant equipment. * Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these. * Ability to organise, lead and motivate other staff. * Good communication/interpersonal skills. * Ability to relate well to children and to adults. * Good organising, planning and prioritising skills. * Methodical with a good attention to detail | AF/I |
| Behavioural Attributes   * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a ‘can do’ attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | AF/I |

AF – Application form I – interview

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***

***Attitudes to use of authority and maintaining discipline.***

***Note 2:***

1. ***The above responsibilities are subject to the general provisions of the appropriate conditions of service document and any authority interpretation as discussed with the non-teaching association.***
2. ***The detail of the duties will be determined following consultation with the postholder.***

***(c) The Academy operates a no smoking policy on campus.***

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| ***Note 3***  ***The contents of this job description will be reviewed with the post holder on an annual basis in line with the Trust’s appraisal and pay policy.*** |

***Note 4:***

***Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service) the duties outlined in this job description may be modified by the Principal, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.***