**Northwood School Senior Science Technician JD**

**Line of responsibility**

* The senior laboratory (science) technician will be directly responsible to the Head of Science

**Responsible for:**

* The senior laboratory (science) technician will oversee other technicians in the department including their induction, training and their performance management.

**Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher

* To develop and maintain effective systems for the science technician team.
* To coordinate the weekly preparation of equipment and practicals for lessons
* To organise and monitor the science technicians’ workloads to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately
* To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.
* To identify, plan, co-ordinate and undertake team training requirements.
* To work in collaboration with the teaching staff to support the delivery of practical work
* To manage the departmental equipment and materials and ensure appropriate stock levels are maintained. Compile orders and liaise with suppliers
* To clean equipment and laboratories after lessons and any chemical spillages when they occur
* To ensure periodic and routine inspection and maintenance of departmental equipment, resources and laboratories.
* To work alongside the head of department to ensure that appropriate risk assessments are carried out
* To liaise with the caretaking staff to record any gas and/fume problems
* To ensure the application of Health and Safety procedures and to raise awareness of H&S issues, specifically in relation to laboratories.
* Regular monitoring to ensure that the department are meeting the CLEAPS regulations
* To undertake any training commensurate with the post
* To assistant in ensuring the safe conduct of pupils in the department
* Coordinate the putting up and maintenance of appropriate classroom and corridor displays within the department

General:

* To undertake as and when required those duties which are normally the responsibility of science technicians
* Establish and maintain good relationships with all students, parents/carers, colleagues, visitors and other professionals
* The School is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
* Ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
* Attend school events as required and relevant meetings and training sessions
* Undertake first aid training and responsibilities as required

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Essential** | **Desirable** | **Evidence** |
| * Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English, mathematics and a science. * Experience of working in a relevant discipline within a laboratory or similar environment. * Experience in overseeing other technicians. | * Further/higher qualification or NVQ level 4 or equivalent in a science related discipline. * Experience of working in a school or similar establishment. * Experience of working with children/young people. | * Application form * Letter of application * References * Interviews * Certificate/s (to be available at interview) |
| * Ability to build and form good relationships with students and colleagues. * Ability to work constructively as part of a team, understanding school roles and responsibilities including own. * Able to lead, develop and motivate a team of staff, delegating duties as required. * Ability to improve own practice/knowledge through self-evaluation and learning from others. * Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. * Good standard of numeracy and literacy skills. * Ability to operate a range of ICT equipment and other specialist resources. * Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems. * Working knowledge of putting in place and monitoring regulations/legislation relating to laboratories such as health and safety and COSHH requirements**.** | * Managing and monitoring a budget, and providing required reports. * Working knowledge of relevant policies and procedures. | * Application form * Letter of application * References * Interviews |
| * Initiative and ability to prioritise one’s own work and make informed decisions. * Able to follow direction and work in collaboration with line manager. * Able to work flexibly to meet deadlines and respond to unplanned situations. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the school’s ethos, aims and its whole community |  | * Application form * Letter of application * References * Interviews |