

Job Description

Job title: Senior Science Technician

Grade: F, SCP17 – SCP23

Reports to: Head of Science

Line management responsibility: Science Technicians and Apprentice Technicians

Main purpose of the job:

- To ensure a high quality science technician support across the Science department
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Key duties and responsibilities

- To lead a team of technicians to support the Science department.
- To supervise and co-ordinate the work of the Science Technicians and Apprentices.
- To induct, support, train and supervise technicians and apprentices in all aspects of technician work, to help them achieve full potential.
- To prepare and make available items requested by teaching staff e.g. apparatus, equipment, chemicals and chemical solutions.
- To maintain equipment where appropriate and prepare stock solutions.
- To maintain the routine use of stored equipment and help in the development of new teaching apparatus.
- To maintain all preparation rooms, laboratories and associated work areas with due regard to Health & Safety.
- To ensure safe storage, handling and disposal of hazardous materials and chemicals; including poisons, radioactive sources and corrosive liquids. To ensure the safe disposal of biohazards.
- To monitor and make available as and when required audio visual aids. To keep track of resource materials issued to staff, including textbooks, teacher resources packs and ensure their return to storage after use. To assist in the set-up of audio visual aids.
- To help set up and maintain filing systems for all schemes of work ensuring they are available to teaching staff.
- To maintain and update the Science department risk assessments in conjunction with COSHH & CLEAPPS legislation. This information to be shared with all staff in the science department.
- To make non-specialised cover staff aware of relevant risk assessments. To make student teachers and graduate trainees aware of the appropriate COSHH information and other Health and Safety publications available. To advise them on availability of chemicals along with their suitability for use in an experiment, keeping Health & Safety issues to the forefront.
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. These tasks apply to both the preparation rooms and the laboratories.
 - Collecting, checking and returning equipment to stores.
 - General laboratory cleaning of bench surfaces and fixed equipment.
 - Cleaning and repair of equipment
 - Maintaining a computerised inventory of equipment, apparatus and chemicals.

- To contribute to the Science Department's preparation and presentation at Open Evening events by preparing resources and experiments for Open Evenings and supporting the department during the events.
- Responsible for ordering all items for the Science department as deemed necessary by the Head of Science and other Science teachers. Orders to be authorised by the Head of Science.
- To attend Science department meetings where required and act as a liaison between teaching staff and technicians.
- Where possible, to carry out minor repairs to equipment, or to arrange for repairs where necessary. Ensuring teaching areas are in good order with stocked equipment stations, viable sinks and a generally safe environment.
- To carry out administrative duties for the Science department including photocopying and collating of papers for lessons and homework.
- To provide IT and administrative support to the Science department.
- To monitor science capitation in conjunction with the Head of Science.
- To check all orders on receipt followed by safe storage.
- Assisting in practical classes & carrying out demonstrations.
- To care for animals and plants in the Science area.
- To liaise with companies and suppliers regarding any discrepancies e.g. shortages, breakages, etc after orders have arrived.
- To meet when convenient with representatives of companies and suppliers to negotiate e.g. special offers, discounts, demonstrations of equipment etc.
- To keep a stock control and stock taking inventory on a regular basis where appropriate.
- To operate as an appointed first aider for students and staff within the school.
- Any other duties commensurate with the post.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job title: Senior Science Technician

Skills & Knowledge	Essential	Desirable
Ability to effectively manage and prioritise own workload and that of others	✓	
Full working knowledge of relevant policies/codes of practice/legislation	✓	
Working knowledge of school based ICT systems & the internet	✓	
Ability to adapt communication styles to needs & situations & to establish effective communication processes with teachers, colleagues, parents & carers	✓	
Knowledge of current educational issues and their relationship to the role	✓	
Ability to work effectively as part of the team, supporting colleagues & other professionals	✓	
Ability you reflect on own performance, agree development needs & evaluate learning achieved, as well as plan and evaluate improvement of knowledge in area of expertise	✓	
Working knowledge of science national curriculum		✓

Customer Care	Essential	Desirable
Valuing diversity – listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage	✓	

Experience/Qualifications/Training Etc	Essential	Desirable
High standard of numeracy and literacy and or Level 3 qualification or equivalent		✓
A recognised qualification in science		✓
Evidence of keeping up to date with educational thinking and knowledge specifically in relation to Science	✓	
Previous experience as a science technician in a secondary school setting	✓	
Level 4 qualification in a related field		✓
Previous experience of supervising staff		✓
Qualified first aider		✓

Work Related Circumstances	Essential	Desirable
Willing to take part in own PDP and any identified training	✓	
A policy of no smoking will apply	✓	

Current driving licence and car available to use during the working day to visit pupils/parents in their home	✓	
A willingness to drive the school mini bus as and when required	✓	
Evidence of continuing professional development relevant to the post		✓

Special requirements	Essential	Desirable
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.