



**LAURUS**

TRUST

## **Job Description & Person Specification**

Senior Science Technician



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**Job Title** : Senior Science Technician  
**Scale** : Scale 4

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### Reporting Arrangements

Reporting to : Subject Leader and Assistant Lead Science Technician  
Accountable for : School Science Technician

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### Job Purpose

- To provide an efficient and effective technician support service to the school's science department.
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### Main Responsibilities

- Work with the technician team to ensure that all materials, equipment and apparatus is set up ready for practical lessons or demonstrations and that it is retrieved after use, accounted for and returned to the store. In the absence of the Trust Lead Science Technician, the Senior Science Technician has the added responsibility of leading the setting up of all materials, equipment and apparatus and returning to the store correctly.
- Work with the School Assistant Lead Technician to manage/support Science Technicians within the school in order to ensure that all materials, equipment and apparatus is set up ready for practical lessons or demonstrations across Key Stages 3, 4 and 5 and ensure that it is retrieved after use, accounted for, and returned to the store.
- Manage new staff induction and ensure continuous professional development of all staff.
- If working as a sole technician in a growing school, collaborate with the Trust Director of Science and Trust Lead Science Technician to contribute to recruitment.
- Ensure that laboratories and equipment are kept in a safe and tidy manner. This duty includes a daily check of all services to ensure correct operation (reporting faults to the necessary agency) and physically locking and unlocking teaching areas as required.
- Undertake routine maintenance of general facilities and equipment and to report major faults to the appropriate member of staff.
- Carry out stock checks, place requisition orders for goods, receive, check and safely store goods when delivered (this duty also involves contacting suppliers to check on prices and late deliveries etc.).
- Prepare and manufacture equipment, apparatus or specimens where required in addition to the routine preparation of glassware, agar plates etc. this duty also includes the manufacturing of experimental aids from a variety of materials such as plastic, metal, wood etc.
- Obtain either by purchase from local suppliers or from the local environment, various items for use in science practical lessons (these can range from nails to woodlice).
- Prepare solutions/reagents for general laboratory and individual use.

- Ensure chemical/biological waste is stored and disposed of in a correct and safe manner.
- Assist teaching staff in the running/supervision of individual practical sessions.
- Maintain the departments resource ordering system. This duty includes photocopying worksheets as necessary and making card sorts for schemes of work.
- The postholder works mainly to the science timetable but has to consider conflicting demands and availability of resources and arrange their working day accordingly.
- The postholder communicates with the Director of Science or Trust Lead Science Technician if there are any problems.
- The postholder reports to the Director of Science regarding the science budget and gives updates on the current stock when requested.
- Prepare lessons for next or subsequent days.
- Place lesson requirement in labs and remove previous equipment.
- Put away all equipment not required in the near future.
- Check stock reagents and refill as necessary.
- Check sinks at the end of the day when time permits.
- Put away equipment left out.
- Clear all fume cupboards of all equipment unless labelled to leave.
- Ensure all poisons are locked away at the end of the day.
- Check and ensure labs are fully stocked with equipment every week.
- Check general maintenance of labs and refer any Health and Safety problems to the Subject Leader Science.
- Keep up to date with Cleapps and ensure that health and safety advice is followed.
- Check cupboards contain correct equipment, replace broken or damaged items.
- Maintain preparation space in tidy order.
- Communicate effectively with Heads of KS5 subjects to ensure that A-level practical's are thoroughly and accurately prepared.

### **Trust Responsibilities**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- All staff are expected to be committed to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- All staff are expected to demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

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### **Safeguarding**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced

Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment.

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## Core Behaviours

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable** - Open to change, to be flexible.
- **Courageous** - Willing to speak up, offer ideas, challenge the norm.
- **Hard Working** - Strong work ethic, prepared to go the extra mile.
- **Inclusive** - Treat others fairly and equally.
- **Engaged** - Involved/absorbed in your work, participate at all times.
- **Value** - Add value to your role, your team and the Trust.
- **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
- **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
- **Encouraging** - Giving/offering support and confidence to others, working together.
- **Navigator** - Providing guidance, leading when necessary.
- **Tenacious** - Perseverance, never giving up, whatever it takes.

## Person Specification

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Sound educational background including GCSE's Maths and English (A*-C) or equivalent</li> <li>• Minimum 1 A-Level (A*-C) in Science</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Science and/or IT</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Knowledge of Biology, Chemistry and Physics</li> <li>• Prior experience in a similar role</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a scientific laboratory role</li> <li>• Understanding of basic Health and Safety regulations</li> <li>• Experience of working in a school environment</li> <li>• Experience of working with confidential information</li> <li>• Awareness of current issues in the Education</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	
Other Qualities	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>