

Job Description

Post: Senior Science Technician

Accountable to: Subject Leader: Science

Responsible for: Science Technicians

Salary: Grade 6 SCP 18 – 20 £29,544 - £30,618 (fte)

Working Pattern: Full Time, Term Time Only + 10 days

Location: City of London Academy Shoreditch Park, 40 Hyde Road London N1 5JU

Disclosure level: Enhanced

Main Purpose

Co-ordinating and supervising the work of lab technicians to ensure the department is organised efficiently
To ensure a safe and effective laboratory technical service is provided for the use of students and staff.

To promote a healthy and safe working environment

To provide technical advice and assistance in the class room to support students and assist teaching staff with learning activities.

Key Accountabilities

Management

- To provide line management for technicians, monitor their performance and plan for their training and development needs
- Involvement in recruitment for new technicians and responsibility for their induction
- Planning work schedules and ensuring that lab technicians are aware of impending work projects, etc.
- Set strategic performance targets and monitor the impact of the team against these targets.
- Take the lead on creating and reviewing appropriate codes of practice and policies in line with lab safety guidelines.

Laboratory Servicing:

- Managing the preparation of materials, solutions, specimens and apparatus
- Ensuring the sterilisation of apparatus, care of plants and other science equipment and materials
- Application of licences where necessary for fume cupboard, alcohol etc.
- Provide technical advice and support regarding health and safety issues
- To assist Class Teachers in identifying technical support needed in order to provide pupils with a relevant and effective experience.

Safety and security:

- General maintenance of laboratory to include safe disposal of chemical and biological waste
- Ensuring that all equipment, materials and apparatus including teaching aids are maintained in a serviceable and safe condition
- Reporting of damage and deterioration to Subject Leader by undertaking regular checks of all science

equipment

- Any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff
- Ensuring the security of the laboratories and the stores for securing equipment and materials when not in use.
- Maintenance and recording of chemicals in-line with Health and Safety regulations
- To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- Keep up to date with current procedures and practices through continuing professional development.

Practical facilities and Resources:

- Coordinate the preparation and assembly of apparatus for demonstration, practical work, assessments and examinations, to demonstrate the use of different equipment and materials with particular regard to safety
- Construct and devise equipment to meet the changing needs of particular programmes. To adapt apparatus and basic storage
- Monitor conditions and stock levels of all apparatus, reagents and materials with regard for shelf life, safety and economy by undertaking regular checks
- Maintain inventory of equipment and chemicals
- Ordering necessary stock by following appropriate procedures
- Manage the departmental budget with support from the Subject Leader: Science
- Organise distribution and transfer of teaching materials and audio visual equipment
- Where applicable assist the teacher with coursework, delivery of work programmes/ lessons and assessments

General:

- Liaise with Subject leader and teachers
- Liaise with external agencies such as suppliers and manufactures regarding the provision, installation and repair of equipment etc
- Use ICT
- Undertake administrative tasks associated with the post , including stock recording, ordering etc
- Research and maintain up to date knowledge in the field

Key Organisational Objectives

- The Post-holder will contribute to the Academy's objectives in service delivery by:
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Fulfilling the role of Student Personal Adviser and /or mentor if required
- At all times the post-holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Other

- To carry out other duties necessary for the smooth running of the Academy as required by the Student Services Manager/Vice Principal(Resourcing)/the Principal
- Attend staff meetings and training courses, conferences, seminars or other meetings as required by own training needs and the needs of the Trust.

- The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
Maths and English GCSE Grade 4 or above (or equivalent)	✓	
NVQ3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills or equivalent	✓	
Educated to degree level of equivalent		✓
Experience and Knowledge		
Experience of using Microsoft Office Suite	✓	
Knowledge of Health and Safety Issues	✓	
Knowledge of the National Curriculum	✓	
Experience of managing a team		✓
Experience of handling scientific equipment and substances	✓	
Evidence of working unsupervised	✓	
Working in an education setting	✓	
Good knowledge of the subject area	✓	
Skills, Abilities and Personal Qualities		
Excellent organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to offer professional guidance and assistance to pupils and teachers	✓	
Ability to work as part of a team	✓	
Ability to maintain a range of tools and equipment.		

Ability to carry our risk assessments in relation to laboratory work	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Problem solving	✓	
Ability to follow instructions accurately.		
Ability to communicate effectively with staff and students, maintaining good working relationships	✓	
Ability to accurately input information	✓	
Flexible and willing to contribute to the success of the team	✓	
Attention to detail	✓	
Ability to work calmly under pressure	✓	