



JOB DESCRIPTION – SENIOR SCIENCE TECHNICIAN

Purpose of Job:	To provide full technician support to teaching staff, particularly in the preparation and clearing away and cleaning of lesson materials. To oversee the deployment of technicians, managing, monitoring performance and supervising of colleagues.
Salary:	Scale 2 Points 14-16
Responsible to:	Faculty Leader of Science

Responsible for :

- Coordinating the use of, and development of, practical resources and facilities.
- Preparation of apparatus, including constructing and modifying, materials and solutions in accordance with guidelines and health and safety regulations.
- Setting up, checking and issuing equipment for use in practical activities.
- Collecting, checking and returning equipment/chemicals to stores.
- The disposal of waste in accordance with guidelines and health and safety regulations.
- Taking care of laboratory equipment and carrying out and arranging for maintenance and repair of resources.
- Organisation, storage and checking condition of chemicals as per health and safety guidelines.
- Preparation of a fire brigade chemical storage list.
- Ensuring radioactive leak tests and records are up to date.
- Organisation and storage of equipment with full updated inventory.
- Maintaining faculty resources, ensuring appropriate stock levels are maintained, stock checks are carried out and records are kept.
- Placing orders, obtaining materials by local purchase, checking deliveries and invoices.
- Deployment of technicians, managing, monitoring performance and supervising of colleagues.
- Ensuring the technician team keeps up to date with health and safety requirements and developments in practical science.
- Carrying out safety checks on laboratories, prep rooms and stores to include checking fume cupboards, gas taps and electrical sockets.
- Carrying out safety checks to include first aid kits, condition of Bunsen burners and eye protection.
- General laboratory cleaning – bench surfaces, fixed equipment and sinks.
- Reporting any health and safety issues to appropriate persons.
- Ensuring internal exam papers are printed, stored and filed confidentially.
- Health and safety notice boards within laboratories are up to date.
- To offer technical advice and assistance to teachers and students in practical activities.
- To assist in recruitment and induction of technicians
- To contribute to the production of the science faculty development plan and taking part in meetings with the rest of the team.
- To cooperate with teaching staff in the development of apparatus and equipment for use in practical activities.
- To liaise with other support staff within the academy.

- To be a representative at health and safety meetings.
- To invigilate as required in practical exams.

In addition to the duties outlined on the job description there are several other non-technical tasks the Senior Technician will be expected to oversee:

- Photocopying of worksheets
- Organising the issuing of text books to students through.
- Selling revision guides to students and passing monies to Finance Office.
- Reconciling petty cash receipts
- Ensuring cover teachers have appropriate cover work and resources and are informed of Health and Safety Issues within the laboratory.
- Organising resource boxes from the LAIC.
- Checking, repairing, allocating, moving and storing of text books.
- Notice/Display boards within laboratories.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

PERSON SPECIFICATION SENIOR SCIENCE TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area GCSE Grade C or above (or equivalent) in Maths and English
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general procedures of the academy
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the academy's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the academy curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role