

Job Description

Job Title	Senior Science Technician
Grade	2020 Scale 5 (2019 Band 3)
Reports to	Head of Science/Headteacher
Responsible for	Science Technician Team
Liaison with	Teaching staff, caretaking staff, Headteacher, pupils.
Job Purpose	To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum.
Principal Accountabilities	<ul style="list-style-type: none"> • To manage and lead the science technician team. • To oversee the general running of the science teaching and preparation areas.
Duties	<ul style="list-style-type: none"> • To develop and maintain effective systems for the science technician team. • To undertake appraisal of team members in co-operation with the Head of Science/Headteacher • To co-ordinate weekly preparation sheets. • To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required. • To identify, plan, co-ordinate and undertake team training requirements. • To maintain records of team training and attendance. • To work in collaboration with the Head of Department to set and manage departmental budgets. • To manage departmental equipment and materials and ensure appropriate stock levels are maintained. • To ensure periodic and routine inspection and maintenance of departmental equipment and resources. • To work in collaboration with the Head of Department to ensure risk assessments are carried out. • To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence. • To undertake as and when required those duties which are normally the responsibility of science technicians. • To ensure efficient preparation and organisation of equipment for lessons. • To clean equipment and laboratories after lessons and any chemical spillages when they occur. • To support teaching staff and pupils during lessons. • To liaise with caretaking staff and to record any gas/fume problems.

	<ul style="list-style-type: none"> • To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To assist in ensuring the safe conduct of pupils in the department. • 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 & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION SENIOR SCIENCE TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist technical area, possibly in a school environment NVQ Level 3/4 or equivalent qualification
	Knowledge of relevant policies and procedures	Certificate in First Aid Knowledge of First aid specific to specialist area Good knowledge of school policies and procedures
	Literacy	Ability to read and write complex and technical reports
	Numeracy	Ability to undertake calculations relevant to specialist area
	Technology	Excellent knowledge of equipment and ICT packages to support learning in specialist area
Communication	Written	Ability to write detailed 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 technical terminology
	Negotiating	Ability to negotiate effectively with adults and children to achieve best outcomes
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	Detailed understanding of the school curriculum in support of the role and advise and support others relevant to specific area
	Child Development	Detailed understanding of how the role contributes to child development and be pro-active in putting forward ideas for improvement
	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 Ability to liaise with suppliers and other agencies
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults

	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Excellent understanding of Health & Safety legislation and procedures relating to specialist area Ability to advice others
	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 Ability to effectively evaluate own performance