



Job Description

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| Job Title | Senior Science Technician |
| Grade | Scale 5 Pt 8-11 £20,493-21,748 (Pro-rata) |
| Working Hours / Weeks | 38 weeks plus 5 days INSET plus 1 week in the school holidays to be agreed with line manager. 37 hours a week. |
| Reports to | Head of Science/Principal |
| Responsible for | Science Technician Team |
| Liaison with | Teaching staff, caretaking staff, Principal, 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 cooperation with the Head of Science/Principal □ 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. |

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| | <ul style="list-style-type: none"> • 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. • To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories. |
| <p>General</p> | <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 Principal to carry out appropriate duties within the context of the job, skills and grade.</p> |

PERSON SPECIFICATION SENIOR SCIENCE TECHNICIAN

| General heading | Detail | Essential |
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| 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 |

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| 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 |