



JOB DESCRIPTION

Title: *Lead Science Technician*

Grade: TPLTSS 5

Main purpose of the role

With the Head of Department, to organise and work with the technical support team to ensure the provision of practical support in the relevant curriculum area for staff and pupils at all key stages in the school. To assist the Head of Department in securing an environment in which pupils can safely pursue investigative practical work. To fully support curriculum development.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity. To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

Main Duties and Responsibilities

1. To be responsible to the head of department in co-ordinating the use of and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the curriculum.
2. To liaise with all areas of the school and relevant outside organisations to ensure all resources, facilities, support and guidance are up-to-date and of a high standard to support the needs of the department.
3. To organise and supervise the technical support staff so as to allow the delivery of lessons in accordance with the curriculum and schemes of learning as directed by the head of department and/or teaching staff.
4. To prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
5. To support teachers and pupils during practical work, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
6. To support trainee teachers in the development of technical expertise and use of teaching aids appropriate to the department.
7. To provide assistance in the use of specialist machinery and equipment, experiments and demonstrations.
8. To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils and teacher on the practical aspects of the curriculum.
9. To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.
10. To be responsible for setting up and monitoring systems used in the management and control of all practical resources. To ensure the department's

resources are maintained to the required standards.

11. To advise members of staff and pupils on particular hazards and requirements in the use of equipment, materials and experiments in line with COSHH, CLEAPPS and safety regulations. To remain aware of current safety guidelines and legislation and update all technical staff appropriately.
12. To actively lead and co-ordinate the assessment, monitoring and review of both health and safety procedures and information resources.
13. To ensure all necessary risk assessments are completed, recorded and reviewed on a regular basis. To liaise with external Health and Safety Advisers.
14. To supervise and manage the work of the relevant technical support staff including undertaking appraisals, identifying and addressing training needs and ensuring appropriate programmes of work exist and technical support is delivered to a high standard of professionalism, expertise and safety.
15. To review the staffing establishment and deployment of technicians in consultation with the head of department. To participate in the recruitment and selection of relevant staff, and to facilitate effective induction training of new staff.
16. To arrange for the necessary training and development activities to facilitate the continuous professional development of all technicians, including trainees and support technicians including ICT upskilling.
17. To oversee the stock control of all resources, to compile and authorise orders for replacement equipment and replenishment of stocks, in consultation with the head of department. To liaise and negotiate with suppliers where appropriate and to ensure all stock levels are monitored and recorded in accordance with departmental and audit requirements. To ensure authorisation from the head of department is obtained prior to the purchase of any materials, equipment or resources.
18. To establish and maintain a programme of routine checks and servicing of all resources and equipment to ensure regular maintenance and upkeep of all equipment to the required safety standards.
19. To undertake the servicing, minor repairs and/or replacement of equipment where necessary as authorised by the head of department.
20. To establish and maintain appropriate storage systems and organisational standards for all workshops / working areas within the designated subject area to ensure that these areas are left in a safe and secure state at all times by the technical support team.
21. To evaluate existing systems and implement changes to ensure the efficient running of systems.

Scope for Impact

This post provides support for the school, specifically the science department. This may include instructing and assisting teachers with practical work and class demonstrations, and preparing equipment and solutions. This role will also involve being responsible for other science technicians.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

1. To remain aware of and work within all relevant Trust / school practices, policies and

procedures, including Health and Safety, Equal Opportunities, Code of Conduct and Data Protection.

2. To be aware of and work in accordance with Safeguarding and Child Protection policies and procedures in order to promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
3. To maintain confidentiality of information acquired in the course of undertaking duties.
4. To be responsible for your own continuing self-development, undertaking training as appropriate.
5. To play a full part in the life of the Trust community, to support its ethos and promote its co-operative values and ethical principles.
6. Support with whole school activities such as break time duty,

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is site based but will include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Supervision and Work planning

To be responsible for setting up and monitoring systems used in the management and control of all practical resources. To ensure the department's resources are maintained to the required standards.

Supervisory responsibility

To supervise and manage the work of the relevant technical support staff including undertaking appraisals, identifying and addressing training needs and ensuring appropriate programmes of work exist and technical support is delivered to a high standard of professionalism, expertise and safety.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Contacts

Internal: Senior Leadership Team, Head of Department, Teaching Staff, Support Staff, pupils.

External: Trust representatives, parents and careers, Governors, visitors

Person Specification

Job Title: Lead Science Technician

Assessment criteria	Essential	Desirable
Qualifications	Minimum 5 GCSE grades A*-C including science, maths and English or NVQ Level 2 or a sound working knowledge of a science laboratory environment. Health and Safety Certificate.	Attainment of Science degree. Basic Health and Safety certificate.
Work related experience and associated vocational training	Significant practical experience working in a technical support role, to include experience of supervising staff. Competent level of knowledge using office-based programmes.	Relevant experience in a school environment. Proven track record of improving team performance.
Job related skills	Experience with materials and procedures subject to COSHH Regulations. Excellent ICT and clerical skills. Good organisational and communication skills. Good supervisory skills.	Awareness of current developments within the related field. Specialism in chemistry.
Personal skills	Ability to remain calm under pressure Flexibility and reliability Discreet and confidential Self-motivated and shows initiative To work individually and also as part of a team Demonstrates a commitment to: <ul style="list-style-type: none"> • School Values • Promoting the school and Trust's vision and ethos • Ongoing relevant professional self-development Safeguarding and child protection	

Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	