

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

Title of Post: Lead Science Technician

Date: Jan 2020

JOB DESCRIPTION

Purpose	To lead the Science technical team in order to provide an efficient and effective service to the Science teaching team so that students can achieve and enjoy in every Science lesson and in a safe learning environment. Provide guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.
Responsible for	Science technical team
Reporting to	Head of Science
Liaising with	Other colleagues within the support staff team; staff, students, parents, Governors, visitors, external bodies& associations and stakeholders.
Scale/Grade	P01
Terms & Conditions	36 hours x 52 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	<ul style="list-style-type: none"> • Co-ordinate the use and development of all resources required to deliver outstanding Science lessons, in particular the practical resources and facilities. • Co-ordinate, manage and lead on the provision of learning resources within the Science department, ensuring compliance with legal requirements. • Be responsible for stock storage and control and implement robust systems to monitor and use the stock. • Advise on, and design, high quality materials and resources to deliver the Science curriculum (especially the practical requirements); • Ensure that all resources are readily available and accessible, taking a lead role within the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard. • Provide administrative support to teachers as necessary including using relevant online platforms and portals to increase efficient working and communication • Ensure that all equipment is always functioning and well looked after. • Develop and implement effective and efficient systems within the Science department to support teaching and learning. • Provide and administrate the use of resources to support teaching and learning, eg chemicals, experiments and written material. • Provide training to staff on the effective and safe use of resources.

	<ul style="list-style-type: none"> • Ensure that the learning environment across the department is stimulating, safe and clean. This includes liaising with the cleaners / Premises Manager and other colleagues. • Have overall responsibility in ensuring that the promotion and observance of Health and Safety procedures is followed consistently and conscientiously across the department and in accordance with CLEAPPS guidelines and COSHH regulations and assessments. This includes risk assessments, protocols in lessons, waste disposal, handling of chemicals, storage and checking the fume cupboard, first aid kits, pressure vessels etc. • Be a member of the school's Health and Safety committee; give advice on Health and Safety considerations to all staff across the school and liaise closely with the Facilities and Community Services Managers to ensure that health and safety considerations remain paramount at all times. • Organise and carry out or commission equipment and electrical testing in line with legal requirements. • Oversee the inventory of all equipment within the Science department. • Provide advice and support for teachers and other staff beyond the Science department who wish to deliver an aspect of science. • Provide advice and support to teachers and students in lessons. • Contribute to the department and school's extra curricular programme. • Assist with student management at lesson change over. • Work closely with the Resources officer to develop the virtual provision in Hornsey School for Girls so that students and parents/carers can access materials easily. • Attend Science department and external meetings and hold technician team meetings as necessary. • Undertake line management and performance management duties for the Science technician and ensure that performance standards required by the department are met. • Ensure that duty of care is exercised for the Science technician, including absence management and staff welfare; training and professional advice. • Be responsible for ensuring that all relevant school policies are followed. • With the Head of Science, be responsible for monitoring and controlling the Science department budget, ensuring that proper records are kept in accordance with the school's policy. Liaise closely with the Finance Manager in this regard. • Procure, order, monitor and review key stock items and purchases, ensuring that value for money is achieved through these purchases. • Oversee the recycling of paper and disposable resources such as cartridges within the Science department. • Be a member of the Critical Incident Support team. • Be First aider • Shadow roles : Science technicians & resource management aspects of Head of Science role.
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Other Specific Duties	<ul style="list-style-type: none"> • Assist in the supervision of students as required, for example in exams, on trips and at break times. • The postholder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. • Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy. • Ensure all work is appropriately documented and kept up-to-date. • Keep abreast of current legislation and developments in relation to finance and attend training where appropriate. • Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
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Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Title of Post: Lead Science Technician

PERSON SPECIFICATION

Skills & Aptitudes	<ul style="list-style-type: none"> • High level IT and equipment handling skills including proficiency in a range of IT programmes and specialist equipment use that are required for this role • Exceptional interpersonal skills, with the ability to direct others or respond appropriately to others even in pressurised situations. • Outstanding communication skills (oral and written) • Ability to establish and maintain positive relationships with young people. • Outstanding administrative and organisational skills.
Qualifications & Experience	<ul style="list-style-type: none"> • Degree or role related Level 4 qualification. • Minimum Level 2 Grade C qualification or equivalent in English and Maths. • Science technical experience (Experience of working in a school setting is an advantage) • Knowledge of the Science National Curriculum including its assessment; expert levels of knowledge of Health and Safety legislation. • First Aid knowledge desirable. • Experience of line management and performance management processes. • Outstanding record of attendance and punctuality.
Qualities	<ul style="list-style-type: none"> • High levels of integrity and endeavour. • Self confidence and the ability to provide clear leadership and direction to others. • Ability to relate positively with young people. • A self starter who can set and meet deadlines for self and others. • A problem solver who always wants to achieve better levels of service. • Approachable, flexible and able to prioritise for self and others.
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Date	
Signed (SBL)	
Date	
Signed (Employee)	
Date	