



# Kingsthorpe College

## SENIOR SCIENCE TECHNICIAN

### JOB DESCRIPTION



<b>Line Manager:</b>	Learning Director of Science
<b>Hours:</b>	37 hours per week
<b>Working Pattern</b>	8.00am - 4.00pm (Monday – Thursday) 8.00 – 3:30pm (Friday) with a 30 Minute unpaid lunch break each day.
<b>Number of Weeks Worked:</b>	39 weeks per year (including 5 days training days)
<b>Salary:</b>	Orbis Pay Scale 13-15: £22,100- £23,218 p.a (FTE) Actual Pro-Rata Salary including holiday pay: £19,182 - £20,153 per annum.

#### **Purpose of the job:**

To be responsible to the Head of Department in co-ordinating the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all area of the school and outside organisations.

The curriculum areas include Science, Biology, Chemistry and Physics.

#### **Main Duties and Responsibilities**

- To prepare and set up equipment and materials ready for it's use in accordance with manufacturers instructions and the requirements of teaching staff in the appropriate laboratory.
- To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new Scheme of Work.
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.
- To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
- To monitor levels of stock and re-order stock as appropriate. Ensuring all COSHH regulations are adhered to.
- Maintaining appropriate records, statistics and filing systems in accordance with stated requirements ensuring all records are kept up to date.
- To assist teaching staff with the general running of practical work sessions in non-teaching capacity.
- To keep up-to-date with curriculum developments within the areas of the postholder's responsibility.
- To undertake safety checks as required, comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation, and keep records of checks carried out by all faculty staff.
- To clean and make safe spills, breakages and related incidents that requires careful handling.
- To carry out specific tasks as directed by the Learning Director during the school training days.
- To ensure all laboratories are clear at the end of the school day and are prepared for lesson 1 the next day.

- To provide supervision and guidance to other science technician within the department, (including):-
  - Ensuring the efficient deployment of science technicians throughout the department in order to provide an effective service to teaching staff.
  - Providing advice and guidance to other science technicians within the department. Setting work and standards of work for other science staff
  - Monitoring the standards and quality of work of the technicians to ensure support is of a high standard.
  - Reporting any difficulties to the Learning Director, as appropriate.

### **Professional Development and Conduct**

- Display appropriate conduct and behaviour towards students and other members of staff, including a commitment to equal opportunities.
- Undertake relevant training that will enhance your role within the College.
- Work towards ensuring adequate cover for absent colleagues.

### **Health & Safety**

- To be responsible for safe storage and/or disposal of storage equipment, materials, chemicals and hazardous and non-hazardous waste materials in line with lines with COSHH and CLEAPSS regulations and recognised procedures
- The production of appropriate risk assessment off all materials
- Repair, construction and testing of apparatus and equipment for each lesson and lab, preparation and disposal of solutions, chemicals and cultures in accordance with Health & Safety guidance and COSHH regulations
- Be aware of and adhere to KC procedures for health and safety.
- Construction and modification of apparatus within the limitation of individual skills and Health & Safety regulations.
- Ensure the immediate study/work area is attractive, safe and is conducive to student learning.
- Report all faults to the Learning Director of the Faculty.
- To liaise with appropriate bodies ensuring that routine safety checks on laboratory equipment, fume cupboards, pressure vessels, first aid kits are carried out and that electrical and other safety checks are undertaken.
- Make sure you read all safety information regularly. Volunteer to point out any hazards to teachers that they may not know about and if you are unsure, find out what should be done. Ensure hazards are supplied with all practical equipment as required.
- Health & Safety checks of equipment (eg. Steam Engine, pressure cooker) as required by reference to member of staff responsibly
- To keep up-to-date with health and safety requirements and with developments in practical's.
- Responsibility for the maintenance of all laboratory safety equipment

### **General**

- Other duties in support of the College as decided by the Principal within the scope of this post
- To assist in practical classes and carry out demonstrations working with pupils/ students where appropriate.

***It is the practice of this College to examine job descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible, the Principal reserves the right to insist on changes to your job description after consultation with you.***

***Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.***



# Kingsthorpe College

## Senior Science Technician



### Person Specification

The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	<b>Essential</b> It is essential candidates can provide evidence of:	<b>Desirable</b> It is desirable candidates can provide evidence of:
<b>Education, Training and Qualifications</b>	<p>Science qualification at GCSE level or equivalent, or ability to demonstrate ability to work at this standard.</p> <p>Technician support or general experience in a similar setting/ or with similar equipment</p>	<p>Certificate in First Aid</p> <p>NVQ Level 4 or equivalent, or equivalent experience in a relevant discipline.</p> <p>or NVQ3 for Laboratory Technicians in Education: or Level 3 Certificate in Laboratory Technical Skills:</p> <p>Health &amp; Safety qualification for practical work</p> <p>Degree</p>
<b>Experience/Skills And Abilities</b>	<p>Experience of handling and preparing chemicals.</p> <p>Previous experience of designing undertaking and setting up demonstrations in science laboratory setting.</p> <p>A general knowledge of microscopy/chemical analysis/audio visual equipment/microbiology. Knowledge of CLEAPSS and related practices. other safety organisations in relation to the safe handling and storage of chemicals</p> <p>Knowledge &amp; experience of COSHH regulations as they apply to school science laboratories.</p> <p>Knowledge of Health and Safety.</p> <p>Good IT skills</p> <p>Effective communication and interpersonal skills</p>	<p>Previous experience of working in a relevant discipline in a school environment.</p> <p>Knowledge of the science curriculum</p>
<b>Written application</b>	A well-constructed, legible application	

<b>Personal Attributes</b>	<p>Calm, confident attitude</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own without close supervision</p> <p>Ability to work with a range of people with the aim of ensuring the safety and welfare of children</p> <p>Able to use initiative</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Flexible, adaptable and proactive</p> <p>Well organised and able to meet deadlines</p> <p>Excellent attention to detail</p> <p>Honest, trustworthy and reliable</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Understand and engage with the school's Vision, Mission and Values through their everyday activities</p>	
<b>Equal Opportunities</b>	An understanding of issues regarding equal opportunities for all.	Examples of good practice from their own experience.
<b>Appearance</b>	Accept the College dress code and dress professionally in accordance with the culture of the organisation.	
<b>Criminal Record Check</b>	Provide information to process a full Disclosure and Barring Service (DBS) disclosure.	

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