**Job PROFILE**

Senior Science Technician

## Main Purpose:

To contribute the co-ordination, use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, under the guidance of the Head of Faculty, reporting to the HR Manager and liaising closely with the Estate Managers.

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 teachers on the practical aspects of the curriculum.

A specific responsibility for the area for Chemistry is desirable.

# Duties and Responsibilities:

To take a full and active role in the academy and carry out the following duties:

1. **Curriculum / Support for students**
* To manage the organisation and delivery of technical support for KS3, 4 and 5 Science lessons
* To be able to demonstrate experiments/investigations to the students to assist with the teaching and learning process
* To assist in practical classes and carry out demonstrations working with students where appropriate
* Establish productive working relationships with students, acting as a role model and setting high expectations
1. **Health and Safety**
* To maintain a full working knowledge of relevant policies/codes of practice/legislation, a working knowledge of national curriculum in specialist area, and an understanding of statutory frameworks
* To ensure the technician team keep up-to-date with Health and Safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technician’s to attend courses
* To be responsible for safe storage and/or disposal of storage equipment, materials, chemicals and hazardous and non-hazardous waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment
* 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
* To advise departmental cleaning staff and others of potential hazards and of safe working practices within the Science Faculty
* To inspect, maintain and ensure correct use of safety equipment
* To give health and safety advice to technical staff, teachers and students
* Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
1. **General duties and responsibilities**
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the Academy
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of students
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Deliver out of school learning activities within guidelines established by the Academy

Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class

* To participate in training courses as required
* To prepare display material as requested and maintain interesting and stimulating displays in faculty areas.
* Carry out specific tasks as directed by the Head of Faculty.
1. **Laboratory Servicing**
* Organise and manage appropriate learning environment and resources
* To ensure the preparation of materials, stock, standard solutions, specimens, cultures and apparatus required for demonstration and for practical work in all laboratories is carried out
* To be responsible for the testing and setting up of demonstration experiments, ensuring that they work effectively and are cleared away
* To be responsible for the sterilisation of equipment
* To ensure the care of animals and plants kept for observation and experimental purposes.
* To ensure the maintenance of the laboratories and ensuring all surfaces and equipment are clean and safe to use.
* To report any broken or damaged services to the maintenance team and follow up its repair
* To deliver equipment and resources to laboratories or classrooms as requested, carrying out risk assessments and advising of health and safety issues
* To carry out investigations and experiments to obtain results to be used by the teaching staff and to provide assistance in practical classes and demonstrations

To be responsible for the leaning of apparatus eg. Glassware as used by teaching staff and students

1. **Administration**
* To manage the data relating to technical support to academies and produce reports as required
* To operate an efficient system for ordering, storing and distributing items used in the Science Faculty, including any associated record keeping
* To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate the Health and safety and equipment/appliance testing
* To attend relevant Science Faculty and other meetings
* To make petty cash purchases.
* To maintain records of Science Faculty accounts in line with recognised financial procedures
* To receive and check deliveries and associated invoices
* To recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Head of Faculty
* Record progress and achievement in lessons / activities systematically and providing evidence of range and level of progress and attainment
1. **Construction and Repairs**
* To ensure the maintenance and repair of apparatus and laboratory equipment to required standards, including obtaining estimates for more complex repair work
* To test new equipment and devise new practical work in consultation with the Head of Faculty or other Technicians
* To design, construct and/or modify laboratory apparatus for use and display
1. **Line Manager Duties**
* To deliver on-site training for teachers and other technical staff
* To manage, monitor performance and supervise colleagues
* To advise on appropriate deployment and use of specialist aid/resources/equipment
* To give technical advice to teachers, technicians and students
* Direct supervision of technicians
* Delegation of day to day tasks e.g. practicals
* Deliver training to untrained / in experienced technicians

The role is based at Aston Academy but may, on occasion, involve working at other locations in the trust.

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.