**SAPIENTIA EDUCATION TRUST**

**FAKENHAM ACADEMY & SIXTH FORM - JOB DESCRIPTION**

**SENIOR SCIENCE TECHNICIAN**

**Full time, permanent contract from November 2021**

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| **Line Manager:** | Head of Science |
| **Salary:** | FTE: SCP 12 £22,183 – SCP 17 £24,491  37 hours a week - Term Time plus 4 weeks  **Pro rata;** **£20,458 - £22,991 (depending on experience)** |

**THE POST**

Fakenham Academy & Sixth Form, part of the Sapientia Education Trust (SET), seeks to appoint a well-qualified and enthusiastic Senior Science Technician to join our Science Department working in our laboratories and classrooms, preparing materials and supporting teachers.

Fakenham Academy & Sixth Form is a community school with 654 students in the main school and 160 in the sixth form. At our last Ofsted in January 2019 we were deemed ‘Good’ in all areas. We serve a large rural area in the heart of North Norfolk. Fakenham itself is a small but busy market town with a population of some 8,000, ten miles from a beautiful coastline and midway between Norwich and King’s Lynn. It has good road links and house prices in the town or surrounding villages are above the national average.

We are proud of our academic achievements, and our incredibly broad and varied curriculum both in the main school and in our sixth form. In 2019, the A Level pass rate was 100%, with 72% at grades A\*-C, and 39% of students achieving grades A\*-B. Our P8 figure for GCSE results in 2019 was +0.07 with 57% of students achieving basics in English/Maths, which puts us above the national average for students’ progress. The last five years have seen a continued trend in improving GCSE and A Level results.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**1. PURPOSE AND SCOPE**

Under the direction of the Head of Department or other appropriate supervisor, and in accordance with the practices and procedures of the school, ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff. To provide technical advice and assistance in the classroom to support students and staff including the planning/delivery/assessment of lessons/programmes. Takes responsibility for the management of one or more technical support staff as determined by the needs of the school and/or provide a high level of specialist/technical/learning expertise.

**2. ORGANISATIONAL RELATIONSHIPS**

* Responsible to the Head of Department or other appropriate supervisor, but works to the requirements of individual teachers on a day to day basis.
* Responsible for all science technical support staff.

**3. PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES**

The Senior Science Technician would be expected to undertake the full range of duties of Science Technician (see below) to a high level of expertise.

**A. PROVISION OF PRACTICAL FACILITIES AND RESOURCES**

* To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
* When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments. To advise teachers, when required, particularly those teaching outside the specialism, being retrained or on probation.
* To install, test and calibrate both existing and new equipment.
* Where applicable, assists the teacher with coursework, delivery of work programmes, lessons and assessments within the specialist area.

**B. CONSTRUCTION AND DEVELOPMENT OF APPARATUS AND EQUIPMENT**

* To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.
* At the request of teaching staff, to provide practical advice and safety instructions to students.
* To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.

**C. MAINTENANCE OF DEPARTMENTAL FACILITIES AND RESOURCES**

* To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
* To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
* To undertake PAT testing on an annual basis.
* To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
* To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
* To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
* To ensure that appropriate levels of stock are maintained to meet the requirements of the department.
* To ensure that residues and outdated stock are disposed of in a safe, efficient manner. To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.
* To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.

**D. GENERAL RESPONSIBILITIES**

* The postholder may manage one or more technical support staff, giving advice, setting standards and ensuring that these are maintained. This may include deploying technicians to meet departmental or cross-curricular needs and priorities and/or personally covering their duties when and if necessary. The Senior Technician could be expected to assist with technical staff selection/induction performance management training and development programmes, in accordance with the needs of the department.
* To provide scientific assistance and advice when plumbers or others are working on the waste disposal or plumbing systems within the laboratory.
* To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
* Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
* To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
* To contribute to safe working practice in preparation/storage/teaching areas.
* To maintain an up to date knowledge of technical developments in the field.
* To undertake general tasks according to the needs of the department such as maintenance of laboratories and store rooms, preparation of chemicals, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc. To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum. As required, to undertake more complex and specified activities (for example supporting special projects, or take the lead in managing a more complex and specialised area within the school and giving considerable advice to teachers on specialist areas, resources and equipment).
* To support and advise PGCE and ECT staff and give advice with practical knowledge.

**PERSON SPECIFICATION**

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| **POST TITLE** | **Senior Science Technician** | | |
| **PRINCIPAL RESPONSIBILITY** | **To ensure that a safe, effective and efficient laboratory technical service is provided for the use of students and teaching staff** | | |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **PHYSICAL AND PERSONAL CIRCUMSTANCES** | Sufficient stamina, energy and health to cope with a demanding post.  Smart appearance. |  | Application Form  Reference  Interview |
| **QUALIFICATIONS** | NVQ Level 4 or equivalent qualification or experience in relevant discipline  Excellent numeracy/literacy skills |  | Application Form  Reference  Interview |
| **EXPERIENCE** | Several years experience working in a relevant discipline in a learning environment | Significant relevant experience in a comprehensive school.  Experience of managing the work of others. | Application Form  Reference  Interview |
| **SPECIALIST KNOWLEDGE** | Effective use of ICT to support learning  Use of specialist equipment/resources  Full working knowledge of relevant policies/codes of practice/legislation  Working knowledge of national curriculum and understanding of statutory frameworks relating to teaching in Science.  Ability to organise, lead and motivate a team  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to relate well to children and adults  Ability to use initiative and make informed decisions. | Knowledge and understanding of Equal Opportunities (race, gender, disability, social disadvantage, SEN) | Application Form  Reference  Interview |
| **TRAINING** | Evidence of recent and continuing professional development |  | Application Form  Reference  Interview |