

JOB DESCRIPTION

Job Number:	<i>For office use only</i>
Department:	Education
Section:	Frome College
Job Title:	Senior Science Technician
Reports To:	Head of Faculty of Science
Main Purpose of Job:	
To provide technician support to the science department for all aspects of teaching and learning	
Main Responsibilities and Duties:	

To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum. This will include preparing resources, assembling apparatus for lessons, and giving technical advice to teachers and students and assisting where required in practical classes.

To ensure a healthy and safe working environment through actively contributing to the risk assessment, monitoring and review of both health and safety procedures and information resources. You will be required to have extensive knowledge of CLEAPPS and COSHH, and be able to advise other staff accordingly, providing CPD for teaching and technician staff when new procedures and policies are put in place. Training will be provided if required.

To provide CLEAPPS and COSHH advice and information to A Level science students when they are researching required practical methods and carrying them out. During lessons with GCSE or A Level required practicals, ensure that a member of the science technician team is available to assist when requested.

To administer the departmental budget, ensuring the availability of suitable materials and equipment, compiling purchase orders and liaising and negotiating with suppliers and the finance department. This will include sourcing, costing and suggesting economic alternatives and keeping up to date stock records.

Ensure the routine and non-routine checking, cleaning, maintenance and repair of equipment are carried out to the required standard. Liaising with service engineers when required.

To assist the teaching staff in lessons where necessary to support students, which may include delivering practicals or demonstrations to small groups of students as directed by the teacher.

To assist teaching staff in ensuring that all students have the opportunity to complete the required practicals when lessons are missed. This will include liaising with the alternative provision team and supervising the delivery of these practical by non-specialist staff if a science teacher is not available.

<p>To invigilate exams if required and provide reader/scribing for students during in-class assessments when requested by a science teacher.</p> <p>To assist in the organisation and, where needed, the running of STEM activities within the department including trips, science outreach and lunchtime clubs. Maintaining a positive relationship with the students involved, actively encourage students to engage in STEM activities and careers and organise the resourcing of these activities at the lead teacher's request.</p> <p>Break and lunchtime duties.</p> <p>Any other duties as directed by the Head of Faculty.</p> <p>Line management of the science technicians including managing leave, sickness and time-off records, carrying out appraisals and probation meetings where necessary, organising additional training, as well as being involved in future technician recruitment and working other support staff.</p> <p>To organise and monitor the training of new science technician staff which will include organising and running in-house and external courses. Meeting with technicians on a fortnightly basis to coach, mentor and assess progress, setting half- termly targets for them.</p>	
<p>Facts and Figures: <i>Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example, the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</i></p>	
<p>Working within the science department.</p> <p>Line managing the science technician team.</p> <p>This will include performance management, supporting the recruitment of new team members, induction of new staff, staff training and development, grievance and discipline procedures as required. 1300 students on roll, 190 staff</p> <p>The College has thirteen teaching labs and three prep rooms</p>	
<p>SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity:</p>	
<p>Must be highly organised, be able to work independently with frequent interruptions and to strict deadlines. Must be able to problem solve with immediate effect.</p>	
<p>Decision Making:</p>	
<p>Will work within prescribed guidelines to provide support to the science department. Referring complex issues to teaching staff for guidance. Must have a willingness to work in a flexible manner to support the curriculum and the students.</p>	
<p>Physical Effort and Working Conditions:</p>	
<p>Some manual handling – e.g., moving equipment from prep room to teaching labs. Physical effort will be involved. Some basic use of ICT. Working with chemicals and specialist equipment</p>	
<p>Contacts and Relationships:</p>	

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the Designated Safeguarding Lead.

Contact with Senior Staff/Teaching Staff/Students – providing support to the science department and making recommendations. Consultation and discussions with external suppliers and input to the development of the science curriculum.

Contact will be in person, via email and telephone

Additional Information: *Anything else which is relevant to the job which is not adequately covered elsewhere.*

A willingness to work with young people to support their achievement. A 'can do' attitude and flexible approach are essential to this post.

Smart dress, appropriate to the position. No denim should be worn.

You will be required to wear a lab coat and use specialist PPE when handling chemicals. This will be provided.

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

5+ GCSE A-C (inc English and Maths) desired. A scientific background as well as managerial background are preferred, or experience in a similar field relevant to the position.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager:..... Date:

Designated Senior Manager: Date:

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Science Technician	

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Able to problem solve 'on your feet' and handle multiple small tasks at once.	Application form/interview
1.2	Ability to quickly learn new techniques and retain skills and information Good	
1.3	interpersonal skills.	
1.4	Enthusiasm, willingness to learn new skills and take on new challenges Ability to	
1.5	work on own initiative and plan a work schedule.	
1.6	Ability to work effectively with young people	
1.7		
1.8	Ability to relate effectively with staff at all levels Flexibility to meet the operational needs of the College	
	Desirable	
1.9	Good sense of humour	Application form/interview
2.0	Ability to become a part of the College community	

2. Knowledge/Qualifications

No	Description	Method of Assessment
2.1	5+ GCSE A-C (inc English and Maths) desired. A scientific background as well as managerial background are preferred, or experience in a similar field relevant to the position	Application form/interview
2.2	Desirable Science expertise.	Application

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of working within a team	Application form/interview

3.2	Desirable A science background.	Application form /interview
3.3	Experience of working with young people	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential None	
4.2	Desirable Health and Safety knowledge either relating to science or other specialist areas.	Application form/interview
4.3	Experience of line managing a team	