

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Senior Science Technician with Team Leader Responsibilities
Reports To:	Head of Faculty of Science/Business Manager
Main Purpose of Job:	
<p>The post holder is responsible for performing and leading others in the performance of routine preparation and organisational tasks to provide a safe effective support service to the teaching staff of the Science Faculty. They will be responsible to the Head of the Science for the effective management of the technical support team. They will work to the requirements of the Science Faculty teaching staff in accordance with a predetermined program.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>	

Main Responsibilities and Duties:
<ul style="list-style-type: none"> • Aid and advice in meeting the practical needs of the science curriculum. • Preparing resources and assembling apparatus for lessons and giving technical advice to teachers and students and assisting where required in practical classes. • To assist the teaching staff in lessons where necessary to support students, which may include delivering practical demonstrations to small groups of students as directed by the teacher. • To assist teaching staff in ensuring that all students can complete the required practical's 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. • Provide effective management and supervision for the Science Faculty technical support team and other technicians • To co-ordinate the use and requisitioning of practical resources and facilities. • Set up systems for the organisation and administration of the science technical support service. • Take account of the Health & Safety risks associated with the tasks that need to be undertaken and use/wear the appropriate safety equipment. • Assist the relevant teaching staff through the preparation and assembly of apparatus, materials, and solutions for lessons. • Provide technical advice and assistance to teaching staff and pupils, assisting with demonstrations during lessons when required. • Advise teaching staff regarding the technical requirements of the curriculum and take part in the development of the faculty practical resources including trials and the provision of costing's. • Construct and modify apparatus and simple storage facilities. • Clear away apparatus and materials, as well as the disposal of waste laboratory materials (including chemicals/microbiological waste/animal waste as directed) in accordance with health and safety requirements.

- Monitor the general condition of the services and facilities in the science laboratories, preparation rooms and stores, and maintain close liaison with the premises maintenance staff. Report any Health & Safety hazards that he/she cannot deal with to the Head of Science, the Business Manager, or the Premises Maintenance Manager.
- Monitor the condition of equipment. Carry out repairs within his/her capability as well as maintain appropriate records relating to this work and that undertaken by outside contractors.
- Ensure PAT testing of all electrical equipment in the Science Faculty is completed annually, maintaining accurate records, and rendering reports annually to the Facilities Manager.
- Organise the safe storage of equipment, apparatus and materials including chemicals.
- Ensure that appropriate stock levels of apparatus and materials are maintained, keep appropriate records, and carry out stock checks.
- Place and follow up orders, as well as check deliveries and confirm receipt on computer system.
- Act as Asset Register custodian for the Science Faculty.
- Attend training courses identified as essential to meet the requirements of allocated tasks.
- Support in the recruitment and induction of new members of the science technical support team.
- Deploy, supervise, train, and develop technician staff to meet both faculty and individual needs. (& other technicians – Art, DT and FT)
- Liaison with other staff within the school, other establishments and agencies, and outside contractors as required.
- Work with faculty staff to introduce new science specific ICT hardware and software.
- Provide technical support for the family learning activities throughout the year.
- Attends training courses identified as essential to meet the requirements of allocated tasks.
- Records details of accidents in accordance with school, LA and HSE Policy, for both pupils and staff.
- 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.
- 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.
- 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.

Advise and make recommendations to the Head of Science in respect of:

- Equipment replacement and repair requirements.
- The procurement of materials and equipment to replenish stocks for allocated tasks.
- The need for services to be provided or repairs undertaken by an external contractor or the in-house Premises Maintenance team.
- 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.

Team Leader Responsibilities:

- Line management of 5 other technicians on site, 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 as well as working with other Support Staff and the Business Manager.

- To organise and monitor the training of new science technician staff which will include organising and running in-house and external courses. Meeting with trainee technicians on a fortnightly basis to coach, mentor and assess progress, setting half-termly targets for them.

Other duties:

- Break and lunchtime duties as directed by the Business Manager.
- To invigilate exams if required and provide reader/scribing for students during in-class assessments when requested by a science teacher.
- Any Other Duties as directed by the Business Manager or Head of Faculty

Facts and Figures:

Line manages the technician team which currently includes, 2 further science technicians, 1 Art and Photography technician, 1 DT technician and 1 Food and Textiles DT technician. 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.

1100 students on roll, 200 Staff

The College has 13 teaching labs and three prep rooms.

SUPPORTING PROCESSES

Problem Solving and Creativity:

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.

Decision Making:

Will work within prescribed guidelines to provide support to the science department.

Referring complex issues to Business Manager or teaching staff for guidance.

Must have a willingness to work in a flexible manner to support the curriculum and the students.

Physical Effort and Working Conditions:

Some manual handling – e.g., moving equipment from prep room to teaching labs.

Physical effort will be involved.

Some use of ICT including MS Office and SIMS.

Working with chemicals and specialist equipment.

Contacts and Relationships:

Contact with staff and 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:

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:

You will be required to have extensive knowledge of CLEAPSS and COSHH, and be able to advise other staff, accordingly, providing or arranging CPD for teaching and technician staff when new procedures and policies are put in place. Training will be provided if required.

A qualification/scientific background related to the role as well as team leader skills 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: