**Job Description**

**Post Title: Senior Science Technician**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC07 - NJC11 £19,732 - £21,100 (actual pay)**

**Hours of work: Full Time (35 hours), Term Time Only, Permanent**

**Reporting to: Head of Faculty**

**Purpose of Role**

To co-ordinate the team of Science Technicians to provide equipment and resources for practical Science lessons.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

The Senior Science Technician will:

* Organise the support services for Science teaching in the school.
* Be responsible for the standards of work of the other science technician staff and for the suitable allocation of tasks and areas of responsibilities.
* Be responsible for ensuring that newly appointed technicians are settled into the department and are informed about departmental matters.
* Be responsible for assisting in the day to day training of technical staff and the co-ordination for external courses for Science Technicians.
* Supervise time-keeping and attendance.
* Prepare the materials, stock and standards solution, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
* Set up and test demonstration experiments and ensure that they will work satisfactorily.
* Be responsible for recovery of residues. Preparation of distilled/deionised water.
* Be responsible for sterilisation of apparatus.
* Take care of animals and plants kept for observation and experimental purposes, both in term time and during the holidays.
* Be responsible for cleaning of apparatus (e.g. glassware) used by teaching staff and by pupils if it is difficult or dangerous.
* Report items for repair and maintenance of equipment and services.
* Maintain apparatus and equipment in good working order and carry out repairs within the capabilities of the technician.
* Construct and/or modify laboratory apparatus, including preparation/presentation of specimens.
* Test new experiments and assist in devising new practical work.
* Assist in the construction and preparation of the audio-visual aids and maintain the AVA equipment used within the Science department within the technician’s capability.
* Train staff and pupils on correct procedures and use of equipment when carrying out practical demonstrations.
* Advise on the correct use of chemicals in compliance with Health and Safety regulations.
* Be responsible for safe disposal of biological and chemical residues and other waste material.
* Be responsible for inspection, maintenance, and correct use of safety equipment.
* When trained, be responsible for first aid treatment of minor laboratory injuries and the maintenance of first aid equipment in the laboratory area.
* Operate laboratory documentation systems (cataloguing, filing, worksheets, etc)
* Make petty cash purchases.
* Be responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories and devise any improvements which can be made in this respect.
* Operate and administer stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordination of common stock between sections.
* Maintain a good stock of necessary materials for the construction of science apparatus. Keeping legal records (alcohol’s, poisons, flammables, etc.)
* Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
* Assist the Head of Science in determination of budgetary spending within the department.
* Carry out performance and development reviews for laboratory technicians.
* Be competent in the use of IT databases, spreadsheets and internet in order to facilitate the efficient running of the department.

**Other duties**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Experience of working in a laboratory environment  Experience of working with secondary age  Previous experience of working in a school environment | **✓** |  |
|  | **✓** |
|  | **✓** |
| **Knowledge and skills** | | |
| Knowledge of COSHH and CLEAPS guidelines  Excellent numeracy/literacy skills  Excellent keyboard and data entry skills.  Knowledge of relevant policies/codes of practice/legislation  Understanding health, safety and welfare regulations and best practice  Knowledge of volumetric and quantitative technique  Ability to prioritise effectively | **✓** |  |
| **✓** |  |
| **✓** |  |
| **✓** |  |
| **✓** |  |
| **✓** |  |
| **✓** |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. |                    |  |