

# SUPPORT STAFF POST JOB DESCRIPTION

## Senior Science Technician

Name of post holder:

Title of post – Senior Science Technician

Salary scale – Scale 5

Point on scale – 13 - 17

Contracted working weeks – Term Time Only + 1 Week

Hours per week – 37

Daily working hours – 8am to 4pm Mon-Thurs, 8am to 3:30pm Fri (including 30 mins unpaid lunch break)

Lunch break arrangements – 30 minutes (unpaid) to be agreed

### **Description of general post**

Under the overall direction of the Science Subject Leader, and in accordance with the practices and procedures of the Academy, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff. Oversee the organisation of this support service and the work of any other Science Technicians working in the Academy. The senior technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### **Key Tasks to include:**

- Collating requisition sheets and preparation for all science lessons liaison with subject teachers about AV/ICT equipment, CASE lessons, special events such as induction day or science week and collapsed school days.
- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- To receive and process requisition requests from class teachers and advise the relevant teacher or subject leader if such requests cannot be met.
- To maintain current working knowledge of best practise in the safe provision of practical work and demonstrations in Science lessons, by accessing a suitable advice service, such as CLEAPSS. Advise all relevant parties of any changes, including the Science Subject Leader, Science teachers and technicians.
- Identify substitute chemicals or methods to replace those listed as hazardous in the current regulations.
- Attend and arrange attendance at all relevant training courses to ensure that technicians can respond effectively to new initiatives and changes in the area of H&S and National Curriculum.

- Attend department meetings from time to time where an agenda item affects the work of the technicians
- To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
- To undertake minor repairs and modifications when necessary and arrange repairs if necessary, in consultation with the Science Subject Leader.
- To assist in the construction of apparatus and resources. Be responsible for the safe working of appliances.
- To undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
- To monitor stock and ensure the replacement/reordering of stock. To pack/unpack and check apparatus and chemicals.
- Monitor the department budget and spending in relation to goods ordered, and funds required for future purchases. Update the Science Subject Leader of this as required.
- Keep written accounts of expenditure in the Science Departments budgets.
- Liaising with suppliers; arranging supplier demonstration of equipment. Order new equipment after consultation with the Science Subject Leader.
- Ensuring that all texts used in the department are numbered and dated with year of purchase, stamped with the school and department name and covered in protective film.
- Maintaining central storage of text books and carrying out minor repairs to books as necessary.
- Monitor and manage stock, cataloguing resources and undertaking audits as required.
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- Filing of paper resources on return to preparation room and duplication of resources as required.
- To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.
- Directing the work of and delegating some tasks to any other technicians working within the Science department to ensure that all lessons are serviced.
- Taking part in training from time to time where necessary, identified in discussion with the Science subject leader.
- Ensure that trainee laboratory technicians receive appropriate "on-the-job" training and relevant support to obtain essential academic qualifications in laboratory Science where appropriate.
- Organise training for the technician team on inset and other days.

### **General**

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Head of Department and Headteacher, appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will safeguard and promote the welfare of children and young people

**Reporting to (also responsible for Appraisal):**

Subject Leader for Science

**Review/Appraisal arrangements**

This document will be reviewed at all stages of the appraisal process and in conjunction with the arrangements stated in the campus appraisal policy. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed.....Principal

Date.....

An electronic copy of this document will be kept with your personnel records.

# SUPPORT STAFF POST PERSON SPECIFICATION

## Senior Science Technician

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
Educated to a good standard of education (Level 2 or above in English and	X	
Knowledge of Microsoft packages including word, excel and PowerPoint	X	
Degree qualification or specialist qualification in Science/Technician support is		X
<b>Experience</b>		
Evidence of working in an education setting		X
Evidence of supervising staff members	X	
Development and implementation of quality systems and standards	X	
Ability and knowledge to lead on Health and Safety in Science	X	
<b>Knowledge and Understanding</b>		
Biology, Chemistry and Physics specification knowledge	X	
Knowledge of Health and Safety practices particularly focusing on the implementation of Risk Assessments, COSHH and CLEAPPS guidance	X	
A knowledge of materials and equipment which are usually used within a Science Department Setting.	X	
<b>Leadership</b>		
An ability to lead by example	X	
Effective team worker and leader	X	
Possesses high expectations for accountability and consistency	X	
Motivation to continually improve standards and inspire excellence	X	
Possesses an empathy and the ability to listen	X	
Commitment to the safeguarding and welfare of all students	X	
<b>Skills</b>		
Effective and adaptable ICT skills	X	
Numerate so that data analysis can be facilitated	X	
Effective communication skills	X	
Possesses energy, enthusiasm, resilience and perseverance	X	
Ability to take responsibility and work on own initiative	X	
Excellent planning and organisational skills	X	
Necessary standard of spoken English as per Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates have the necessary standard of spoken English	X	
The ability to produce correspondence/documents, appropriate for a specific audience and in well-written English, ensuring the tone is appropriate to the	X	