Job Description	
Post:	Science Technician
Pay Scale:	Grade 5 SCP 12-17
Main Location:	School-based

Purpose of the role

The Senior Science Technician is responsible for leading and coordinating the day-to-day technical support service within the Science Department, ensuring that practical lessons are delivered safely, effectively and efficiently. The postholder will supervise and support science technicians, prepare and maintain equipment and resources, manage stock and budgets, undertake risk assessments and promote high standards of health and safety. Through the provision of expert technical advice and practical support, the Senior Science Technician plays a key role in enabling high-quality teaching and learning across the science curriculum.

Main Duties

- To organize, supervise and check the day-to-day duties of the science technicians in the school.
- To train and support technicians in the duties and responsibilities of their roles.
- In liaison with the teaching staff, prepare resources and equipment for practical lessons. Set out, remove and clean equipment as necessary.
- To mount display work, posters, and notices in classrooms and school corridors.
- To make and revise risk assessments for practicals, preparation of chemicals and equipment in line with relevant guidelines.
- Undertake routine maintenance of science equipment and arrange a programme of maintenance and repair during term-time and in school holidays where necessary.
- Undertake regular safety checks on machinery and equipment adhering to Health & Safety regulations and up-keep of maintenance records as necessary.
- Provide hands on practical support for pupils in class with equipment, tools and machinery.
- To assist staff as necessary in demonstrations, practical assessments and other practical lessons.
- Responsibility for the safe storage and disposal of surplus chemicals in compliance with current regulations.
- To keep the laboratories, preparation rooms and storeroom in a clean and safe working condition.
- To receive, check and log all deliveries of materials, equipment, fittings, furniture and organize safe storage. Research and acquire equipment not available from usual suppliers.
- Complete requisition forms for suppliers, record all purchases and monitor spend.
- Keep records and issue staff with catalogues of resources available within the department.
- Keep stock of all materials and equipment and report the need to repair, replace or replenish.
- To assist with providing work for absent staff and liaise with supply staff.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
GCSE Science at Grade A*-C, or GCSE Level 4-9, or an equivalent Level 2 qualification	Essential	A/I/C
Science Technician qualification at Level 2 or 3	Desirable	A/I/C
First aid qualification	Desirable	A/I/C
Knowledge & Experience		
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	Desirable	A/I
Detailed knowledge of health and safety regulations as it relates to the work of a school	Essential	A/I
A sound knowledge of science curriculum requirements	Essential	A/I
Previous experience of working within a school science department or similar environment	Essential	A/I
Experience of preparing equipment and resources for practical science lessons	Essential	A/I
Experience of stock control and ordering processes	Desirable	A/I
Experience of completing or supporting risk assessments and COSHH procedures	Essential	A/I
Experience of supervising, training or supporting colleagues	Desirable	A/I

Technical Skills & Abilities		
Excellent ICT skills, including MS Word, Excel, Outlook	Essential	A/I
Knowledge of school database systems e.g. Arbor, SIMS	Desirable	A/I
Excellent organizational skills with the ability to meet deadlines	Essential	A/I
Excellent verbal and written communication skills	Essential	A/I
Ability to apply COSHH regulations and health and safety requirements within a laboratory environment	Essential	A/I
Ability to maintain accurate records relating to equipment servicing, chemical storage and stock control	Essential	A/I
Special Working Conditions		
Ability to undertake manual handling tasks associated with moving equipment and materials	Essential	A/I
Ability to work with chemicals and hazardous substances in accordance with safety regulations		
Personal characteristics		
Ability to build positive relationships with pupils, staff and other stakeholders	Essential	A/I
Ability to work well under pressure	Essential	A/I
Excellent team player and ability to work independently	Essential	A/I
Professional, reliable and adaptable	Essential	A/I
Demonstrates discretion and sound judgement when dealing with pupils, staff and visitors	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R