

Job Description

Job title:	Senior Science Technician	Contract Type:	Permanent Term Time + 2 weeks
Responsible To:	Head of science faculty / Director of science	Grade & Spine Point:	PO1
Location:	St Pauls Way Secondary		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY

To organise, deliver and develop technical services to the Science Faculty of the School to support the teaching of a range of Science subjects at key stage 3, 4 and 5.

1. Leading on the delivery of technical services to the Science Department in the main school building and in the science research centre.
2. Assisting with the use of equipment and supplies as teaching aids, as required.
3. Assisting teaching staff in the identification of the technical support needs generated by the curriculum and development of the curriculum.
4. Compliance with health and safety regulations and helping to ensure that they are maintained at all times in the delivery of technical services

DUTIES AND RESPONSIBILITIES

Maintaining the delivery of technical services, including:

1. Operating and updating a 'notifications system' in relation to requests for science practicals/experiments, with appropriate notice periods.
2. Overseeing and leading on the preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Overseeing and/or carrying out demonstrations in lessons when required.
3. Ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate
4. Providing technical advice and assistance to teachers, technicians and students, including assisting in practical classes where appropriate.
5. Constructing and/or modifying simple apparatus using basic workshop skills
6. Trialling practical procedures to test chemical condition and strength, to ensure delivery of working experiments to the students.
7. Assisting with the maintenance and repair of apparatus and equipment either by staff or contractors, including annual monitoring of fume cupboards and pressure vessels as required by COSHH legislation.
8. Setting up operating and monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with the Premises Officer to plan short and long-term schedules to maintain and keep facilities to a high standard.
9. Locking up laboratories and stores and securing equipment when not in use.
10. Ensure that expenditure is in accordance with departmental policy and accurate financial records are maintained. Liaison with the school's finance department as necessary.
11. Obtaining quotes from suppliers to guarantee that all equipment purchased meets the best quality and value for money. Liaising with other departments or schools in the area to borrow equipment when possible.
12. Monitor and maintain stock levels of apparatus, equipment, chemicals and other materials to meet the Department's needs
13. Helping to maintain the Department's specialist resources, including animal and plant collections and observing home office regulations governing the same.
14. Helping to provide apparatus and materials for microbiological, radioactive and chemical work and compliance with COSHH regulations governing the same.
15. Arranging the collection of specimens for curriculum purposes.
16. Ensuring correct use and simple maintenance of audio-visual aids specific to the Science Department in consultation with the media, display, reprographics and IT technicians.
17. Providing induction training to small groups of staff or students in relation to health and safety, immediate remedial measures, recording of accidents, the safe handling of chemicals and the operation of apparatus/equipment.
18. Leading on preparation of resources and experiments for Open Evenings.

Assisting teaching staff in identifying needs generated by the curriculum, including:

1. To participate as directed in the development of the Science Department's practical and technical facilities to meet teaching/learning needs, including assisting in planning the layout of new facilities and advice on specialised requirements in furniture, fittings and services.
2. Helping to identify equipment needs in consultation with teaching staff, participating in the selection of new items.
3. Advising on best-value suppliers and timeline from ordering to delivery date.
4. Maintaining awareness of recent scientific and education developments via CPD.
5. Advising teaching staff of the technical requirements raised by the curriculum and identifying, in conjunction with teaching staff, the technical support needs generated by curriculum development.

Managing and supervising the Department's Technicians, including:

1. To oversee the work of all technicians and to ensure they are meeting health and safety standards at all times.
2. Monitoring and maintaining satisfactory professional standards of performance and conduct.
3. Participating in the recruitment, selection and induction process of technician staff, in consultation with the Head of Department.
4. Identifying training and staff development needs, particularly in regard to changing skills requirements and career development.
5. Arranging and/or carrying out training as appropriate.
6. Setting up and maintaining systems for the organisation, administration and co-ordination of the technicians to meet the needs of the teaching service in an efficient and effective manner.
7. Allocating work and areas of responsibility to the technicians.
8. Setting up and operating a system of local communication ensuring staff receive appropriate information issued. Drawing attention to items of particular concern.
9. Supervision of timekeeping, attendance and annual leave.
10. Subject to school procedures, may be responsible for first stages of disciplinary procedures in respect of technical staff. Liaison with Head of Department regarding disciplinary matters where appropriate.
11. Contributing to periods of formal monitoring and support of technicians in accordance with the school's competency procedure, where necessary.

Helping to ensure compliance with health and safety regulations, including:

1. Matters relating to COSHH, Health and Safety at Work Acts, Manual handling, Working at Heights and Electricity at Work Regulations.
2. Ensuring compliance with the Authority's regulations and Departmental Policies, including:
3. Operating and monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals.
4. Arranging for the disposal of waste laboratory materials, including chemical and biological waste.
5. Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
6. Ensuring that apparatus, equipment and tools are appropriately maintained and issued.
7. Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, on the use of apparatus and equipment
8. Carry out risk assessments for technicians' tasks and label chemicals correctly using GHS hazard symbols. Dispose of waste chemicals according to their hazard or store waste and organise bulk waste collection from a licensed provider.
9. Undertaking first aid training.
10. When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The postholder will be required to undertake training as required to be effective in carrying out all duties.

Other

1. To ensure positive relationships are upheld with the school community through effective communication in line with our professional norms
2. To uphold the cultural vision, mission and values of SPW and model the professional norms

3. Demonstrate the ability to be reflective and to respond to feedback to promote own growth and development
4. To ensure safeguarding policy, routines, systems and processes are followed effectively.
5. Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
6. Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
7. Ensuring comprehensive procedures notes are compiled for key tasks.
8. Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed _____

Date

Post holder

Signed _____

Date

Head of School

Person Specification

Senior Science Technician

Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Knowledge of science (biology, chemistry and physics) up to A-level. 	✓	
<ul style="list-style-type: none"> Knowledge of relevant health and safety regulations 	✓	
<ul style="list-style-type: none"> Knowledge of available materials, apparatus and equipment 	✓	
<ul style="list-style-type: none"> Some awareness of ongoing trends and developments in curriculum content and teaching methods 	✓	
<ul style="list-style-type: none"> Understanding of the importance of school budgeting 	✓	
<ul style="list-style-type: none"> Some awareness of educational developments which affect the role of the science technician. 	✓	
<ul style="list-style-type: none"> An awareness, and some knowledge of learning theory and teaching methods plus child/teenage development and behaviour 	✓	

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> A minimum of 3 years' experience as science technician 	✓	
<ul style="list-style-type: none"> Certificate for the testing of mains electrical equipment. 		✓
<ul style="list-style-type: none"> First aid certificate 		✓

Engaging With Others	Essential	Desirable
<ul style="list-style-type: none"> Ability to organise, motivate and develop a small team of service uses including small groups of pupils 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively with students and members of staff 	✓	

Valuing Diversity	Essential	Desirable
<ul style="list-style-type: none"> A clear understanding of diversity and an awareness of its impact in education 	✓	

Learning Effectively	Essential	Desirable
<ul style="list-style-type: none"> IT literate and willing to undertake further training as required. 	✓	

Other	Essential	Desirable
<ul style="list-style-type: none"> This post is subject to an enhanced Disclosure & Barring Service check 	✓	