

**JOB DESCRIPTION**  
**Senior Science Technician**  
**Scale 4**

**Job Purpose**

The main purpose of the role will include the preparation and maintenance of stock and apparatus for class use and the provision of technical help and support to teachers and students. You will also be responsible for stock control and replenishment of materials, equipment, apparatus, software and chemicals along with the supervision, secure safekeeping and preventative maintenance of laboratory equipment. The safe storage and disposal of chemicals and all hazardous biological waste and cultures is paramount.

**Safeguarding**

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

**Accountable to:** Head of Science

**Hours of Work:** 37 hours per week, Term Time plus two weeks

**Key Accountabilities:**

**Duties and responsibilities specific to this post**

- prepare and maintain apparatus and stock solutions for class use
- set up of apparatus for experiments and recording schedules of class practical exercises
- construct simple equipment and models to support practical work where necessary
- provide technical help, preparation of materials, media and cultures for individual students during special investigation assignments
- assist teaching staff including during experiments as requested
- clean, repair and maintain equipment and glassware and the provision of general maintenance of laboratories
- stock control of all materials, equipment, apparatus, software and chemicals including purchasing, ordering and creating and maintaining comprehensive stock records
- supervise and ensure laboratory equipment is kept safely
- ensure the safe storage and disposal of chemicals and all hazardous biological waste and cultures
- ensure that a preventative maintenance programme is in place for laboratory equipment
- whilst at work, take reasonable care for own health and safety and others who will be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place
- in accordance with CLEAPSS guidelines, be aware of and comply with Health and Safety at Work requirements, particularly in relation to the duties of this post, this includes personal safety and that health and safety is met throughout practical lessons
- line manage the Science Technician including the undertaking of the Appraisal for this post holder
- perform photocopying and reprographic duties relating to the departments, lessons and examinations
- collaborate with colleagues to help with the care of plants and animals in the Science laboratories

- undertake any other reasonable ad hoc works or services required, including the participation in parents' evenings and open evenings

#### **Administration**

- To be responsible for all administrative tasks associated with the role.

#### **Corporate responsibilities**

- Lead, participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

#### **Community**

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

#### **As a member of staff at The Joseph Whitaker School you are expected to:**

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness
- Participate and contribute to appropriate meetings and staff development
- To actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

#### **Special Factors**

- It is vital to the ethos of the support team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Academy
- This Job Description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of Health and Safety Regulations including COSHH</li> <li>• Educated to a minimum A Level standard or equivalent</li> <li>• NVQ 3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education or Level 3 Certificate in Laboratory Technical Skills</li> <li>• A relevant degree or science-based qualification</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant technical/ scientific role</li> <li>• Working as a science Technician within education, including running experiments with students</li> <li>• Experience of supervising or leading a team</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Full understanding of safeguarding requirements and how staff promote the welfare of children</li> <li>• Enhanced DBS and validated references</li> <li>• Eligibility to work in the UK</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety regulations, and how they apply in a school Science environment</li> <li>• Knowledge of safe working practices in relation to the handling and usage of hazardous equipment</li> <li>• Standard procedures</li> <li>• Ability to prepare Biology, Chemistry, Physics and Science practicals following the COSHH regulations</li> <li>• Ability to understand and apply Academy policies related to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to on-going First Aid training and certification</li> </ul>
<b>PERSONAL QUALITIES, SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous technical Science/laboratory experience</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to undertake a range of practical Science tasks</li> <li>• Ability to carry out routine maintenance of equipment</li> <li>• Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date</li> <li>• Ability to contribute to the maintenance of accurate work records and inventories</li> <li>• Ability to order goods</li> <li>• Ability to use own initiative and undertake decisions in emergencies</li> <li>• Ability to respond calmly and positively under pressure</li> <li>• Ability to work unsupervised and be able to work as a member of a team</li> <li>• Ability to relate well to students, parents, staff and governors</li> <li>• Ability to communicate effectively, verbally and in writing, with colleagues and students</li> <li>• Good organisational skills</li> <li>• Excellent ICT skills</li> <li>• Efficiency</li> <li>• Self-motivated</li> <li>• Proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in administering first aid</li> </ul>

	<ul style="list-style-type: none"><li>• Willingness to undertake personal development and training</li><li>• Flexible – able to meet deadlines against changing priorities</li><li>• An understanding of, and commitment to equal opportunities</li><li>• Hard working, conscientious and detail orientated</li></ul>	
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