



JOB DESCRIPTION

Job Title: Senior Science Technician
Grade: B3 SCP 7-11
Reporting to: Director of Science

Job Purpose:

To support the Director of Science in all aspects of the Science Department's operations. The post holder will be responsible for managing and supervising the Science technicians and will work closely with colleagues to ensure the provision of high-quality technical support, contributing to the effective delivery of the Science curriculum to students.

Main Duties:

Administrative and Organisational Tasks

- Ensure the provision of a basic maintenance service to tools, appliances, apparatus and equipment.
- Construct models, equipment and apparatus.
- Ensure lessons have the required equipment and materials.
- Organise an effective stock control system.
- Assist with class practical work under the supervision of a member of the teaching staff.
- Organise the displays of materials, visual aids and pupils' work.
- Arrange for the photocopy and duplication of materials.
- Prepare and produce audio-visual materials as required.
- The preparation of stock solutions and replenishment of reagent bottles.
- Organise suitable filing, office systems and stock.
- Operate relevant equipment and machinery.

Health & Safety

- Ensure relevant Health & Safety instructions are followed.
- Complete appropriate Risk Assessments and ensure that the relevant Risk Assessment is available for specific lessons.
- Operate a system of visual checks each time a piece of equipment is used or provided for use.
- Provide for the safety and security of equipment, materials, apparatus, tools, appliances at the end of the school day.
- Safe disposal of chemical and biological waste.
- Maintain working areas to ensure a clean, safe and orderly environment. This includes cleaning, polishing and treating surfaces and fittings in working areas and ancillary rooms as necessary.
- Advise teaching staff on safety matters or potential problems with equipment.

Working with Students, Staff and Others

- Liaise with members of the technical support teams in providing an efficient service to the school.
- Work closely with the staff of the Science Curriculum Area.

Managing Own Performance and Development

- Be accountable for your appraisal targets and assist in the appraisal of other staff if required.

Managing Resources

- Organise and maintain an inventory of materials, apparatus and equipment.
- Advise the Director of Science of staff and resource needs for the area of responsibility.
- Assist the Director of Science to ensure the effective and efficient management and organisation of resources.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- Assist the Director of Science to formulate the area's Strategic and Action plans and implement the processes by which they will be monitored and evaluated.
- Be accountable for the budget for the area.

Specific responsibilities for which the post holder is directly accountable as delegated by the line manager or Principal commensurate with the scale.

- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus and other items required for practical science classes or demonstrations.
- Clear bench tops and fittings, eg drawers, cupboards, fume cupboards, in laboratories and ancillary room.
- To maintain a clean and tidy work environment.
- Prepare stock solutions and replenish re-agent bottles.
- Unpack, check and store deliveries of apparatus, chemicals and specimens, updating the Inventory where necessary.
- Maintain stock of necessary materials and any stock records required. Where necessary prepare orders for stock and materials required.
- Annually check and take stock of equipment and materials, updating the Inventory where necessary.
- Construct models and apparatus for use in the science area.
- Carry out first-line maintenance repairs to damaged apparatus.
- Undertake, in any department of the school, any science work appropriate to the grading and skills of the technician.
- As a responsible adult in a potentially dangerous environment, report all cases of unacceptable conduct to the teacher in charge. Where there is a risk to the safety of students, all reasonable steps should be taken to remove the risk.
- Carrying out other jobs as required by the Principal.
- Photocopy student worksheets for schemes of work and science lessons.
- Photocopy and prepare student examinations and key assessment documents.
- Obtain materials as necessary through local purchase.
- Provide technical advice to technicians, teaching and non-teaching staff within the academy.
- Complete Risk Assessments for technician activities.
- Ensure that all specialist equipment is being used correctly and safely e.g. science fume cupboards.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

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Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
• Grade C/4 and above in GCSE Science (or equivalent).	E
• A Level/HNC or equivalent in a Science	D
Knowledge and Skills	
• Excellent leadership skills and the ability to supervise, manage and effectively deploy the technician team	E
• Good delegation skills and the ability to effectively assign task responsibility to others	E
• Identify and address training needs	E
• Good communication and interpersonal skills	E
• Ability to work well under pressure and use your own initiative	E
• Good organisational skills	E
• Good time management skills, including the ability to work to deadlines	E
• Ensure that technical knowledge is kept up to date	E
• Perform Risk Assessments	E
• Advise and support teaching colleagues	E
• Familiar with lab apparatus/chemicals	E
• Able to prepare solutions	E
• Maintain/repair electrical apparatus	E
• Stock control procedures	E
• Familiar with biological/chemical/physical apparatus to undergraduate standard	D
• Knowledge of relevant Health and Safety	D
Experience	
• Experience of working in a school environment or of working with young people	D
Personal Qualities	
• Effective team member	E
• Flexible and willing	E
• Drive and determination	E
• Positive and encouraging	E
• Ability to maintain confidentiality	E
• Smart appearance	E

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• Reliable and trustworthy	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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