

# Senior Science Technician

<b>NJC Pay Range</b>	Band F
<b>Responsible For:</b>	Science Technicians
<b>Responsible To:</b>	Head of Science Faculty

## Main Purpose of the Post

- To work closely with the class teacher to provide high quality support for children, including those with special educational needs.
- To work under the direction of the Head of Faculty and be responsible for the coordination, use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum. To also liaise with all areas of the school and outside organisations. To be responsible for overseeing the work of a team of science technicians and ensuring adequate training is given as appropriate.

## Key Areas of Responsibility

### Laboratory Servicing

- To be responsible for the preparation of materials, stock, standard solutions, specimens, cultures and apparatus required for demonstration and for practical work in all laboratories.
- To be responsible for the testing and setting up of demonstration experiments and practical lessons as requested, ensuring they work effectively and are cleared away.
- To be responsible for the general maintenance of the laboratory equipment and to ensure that all surfaces and equipment are clean and safe to use.
- To deliver equipment and resources to laboratories or classrooms as requested.
- To carry out investigations and experiments to obtain results to be used by the teaching staff and to assist in the laboratory.
- To trial experiments before their use in a classroom setting.
- To collect, clean, check and return resources to stores.
- To be responsible for the care of animals and plants kept for observation and experimental purposes.

### Construction and Repair

- To ensure the maintenance and repair of apparatus and laboratory equipment to required standards, including obtaining estimates for more complex repair work.
- To be responsible for the testing of new equipment and to devise new practical work.
- To construct and/or modify laboratory apparatus for use and display.

### Health and Safety

- To be responsible for the safe storage and/or disposal of equipment, materials, chemicals, and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the laboratory).
- To liaise with appropriate bodies so that routine safety checks are carried out on laboratory equipment, fume cupboards, pressure vessels and first aid kits are carried out and that electrical and other safety checks are undertaken.
- To keep up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications.)

- To inspect, maintain and ensure correct use of safety equipment.
- To give health and safety information to technical staff, teachers, and students. 4. Staff Management.
- To manage a team of science technicians and/or trainee technicians.
- To monitor performance and implement performance management system.
- To implement training and development needs for staff.
- To carry out regular line management meetings.
- In liaison with the Head of Faculty to contribute to the induction of ITT students and NQT's.

#### Advisory

- To demonstrate experiments/investigations to the students and teaching staff to assist with teaching and learning.
- To give technical advice to teachers, technicians, and pupils/students.
- To operate a loan system for equipment internally and with other schools, advising on suitability of equipment and experiments.
- To assist in practical classes and carry out demonstrations working with pupils/students where appropriate.
- To keep up to date with health and safety requirements and with developments in practical science, attending courses and reading publications as required.

#### Administration

- To operate an efficient system for ordering, stocking, storing, and distribution items used in the Science faculty, including any associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing and inventories and legal records as they relate to Health and Safety and equipment/appliance testing.
- To attend relevant Science Faculty and other meetings.
- To receive and check deliveries and associated invoices.
- To obtain materials by local purchase.
- To maintain records of Science Faculty accounts in line with recognized financial procedures.
- To recommend the purchase of specific items of equipment, researching costs and raising orders in consultation with the Head of Science and Subject leaders.

#### General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

#### **Other Considerations Relevant to the Role**

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

**Role Description**

# Supplementary Information

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## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

## Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

## Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

## Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.

- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***