Futura Learning Partnership

POST TITLE: Senior Science Technician	**GRADE:** 5 (points 11-15)
RESPONSIBLE TO: Curriculum Director of Science	

Responsible for: Science technicians

Purpose of role:

Provide a professional specialist technical support service including, practical assistance and advice where required to staff and students of the school.

Provide appropriate administration to support the delivery of science.

Main Accountabilities:

- Offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the science curriculum.
- Leadership and management of the science technician team
- Provide specialist assistance in the preparation of laboratories and practical equipment for use by staff and students ensuring a safe working, tidy and healthy environment is provided at all times. Ensure the availability of suitable resources, materials and equipment.
- Have overall responsibility for the promotion and observance of a healthy and safe working environment in science, including CLEAPSS and COSHH regulations, and in doing so, remain up to date with CLEAPSS information and share this information within the department.
- Arrange the healthy, safe and accessible storage of equipment and materials. Ensure the safe treatment and disposal of used materials, including hazardous substances according to the relevant regulations, and responding to actual or potential hazards. To oversee compliance of radioactive chemicals.
- Undertake the lead role in the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the standard required in order to ensure safe and efficient operation.
- Be a designated 'First Aider'.
- Ensure that the technical team is resourced, organised and developed to meet the performance standards required. Take the lead role in stock control, by maintaining records, compiling orders and negotiation with suppliers.
- Be responsible where required for petty cash and the purchase of relevant items locally when authorised, assessing the availability of suitable alternatives in line with best value principles and maintaining records of transactions and expenditure in accordance with the school's financial guidelines.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Assist the curriculum director with admin tasks, such as supporting with the printing and organisation of resources and cover work
- Contribute to the overall ethos/work/aims of the school.
- Assist in the organisation and preparation of displays, including for open evenings and other appropriate school functions as and when required.

- Attend and participate in relevant meetings and training or other learning activities and performance management tasks as may be reasonably directed.
- Assist teaching staff as directed and undertake other duties and responsibilities commensurate with the post, including assisting or advising other Technicians in areas of particular competence or skill.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	**Essential (E) or Desirable (D)**
Education/Qualifications	
Education/qualifications to at least Post 16 level	**D**
A willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate	**E**
Work experience in a similar field	**D**
Good ICT skills	**E**
Knowledge of current and upcoming developments in the science curriculum.	**D**
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	**E**

Skills	
A successful record of working with young people	**D**
A successful record of participating as a team member	**E**
Experience of setting high standards to others by personal example	**E**
A commitment to the extra-curricular life of the school	**D**
A commitment to safeguarding and promoting the welfare of children and young people	**E**
A commitment to obtaining the highest standards of pupil achievement and a belief that enjoyable learning is the most effective learning	**D**
A successful record of achieving goals	**E**
Experience of setting targets for your own work and reviewing progress and outcomes	**E**
A commitment to the school's Strategic Purpose, Commitment and Intent	**E**
Attributes	
A willingness to cooperate and collaborate with a wide range of colleagues as both a manager and as a member of a team.	**E**
The ability to learn and demonstrate a genuine interest in assisting young people achieve their potential	**E**
Creative, imaginative and adaptable	**E**
The ability to listen carefully and demonstrate the ability to work in a positive, open and reflective manner	**E**
Ability to demonstrate patience, flexibility and a sense of humour	**E**
A capacity for demanding work	**E**
Committed to improving standards	**E**
An effective and positive team member	**E**
Ability to be efficient and reliable and work under pressure	**E**
Excellent communication skills, both orally and in writing	**E**
Able to motivate and inspire students	**D**
Able to enthuse others and demonstrate a commitment to education and developing young people	**D**
Able to develop good relationships with students and adults	**E**
Approachable and willing to help students both in and outside of lessons	**E**
Ability to initiate ideas, set own targets and meet own and other people's deadlines	**E**