**PERSON SPECIFICATION**

**POST: Senior Science Technician**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUALITIES AND ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCED BY** |
|  | | | |
| **KNOWLEDGE/UNDERSTANDING** |  |  |  |
| Knowledge and understanding of one or more of the sciences, with GCSE or A level qualifications in a science subject | ✓ |  | Application |
| A good understanding of Health and Safety requirements including knowledge of COSHH. | ✓ |  | Application/Interview |
| Experience of working within a science laboratory, or within a school science department | ✓ |  | Application/Interview |
| The ability to safely and effectively prepare science practicals for all key stages | ✓ |  | Application/Interview |
| The flexibility to adapt to changing workload demands and new school challenges | ✓ |  | Application/Interview |
| Self-motivation and personal drive to complete tasks to the required timescales and quality standards. | ✓ |  | Application/Interview |
|  |  |  |  |
| **MANAGEMENT** |  |  |  |
| A commitment to raising standards and evidence where this has been achieved | ✓ |  | Application/Interview |
| Evidence of good people management skills | ✓ |  | Application/Interview |
| Excellent organisational and planning skills | ✓ |  | Interview |
| Evidence of leading a team |  | ✓ | Application/Interview |
| The ability to support staff to develop through planning and delivering professional development |  | ✓ | Application/Interview |
|  |  |  |  |
| **GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS** |  |  |  |
| An effective team player, but can think and work independently | ✓ |  | Interview |
| Excellent organisational skills | ✓ |  | Application/Interview |
| Able to motivate students and staff | ✓ |  | Interview |
| Commitment to undertake personal and professional development | ✓ |  | Interview |
| Strong interpersonal skills, with good sense of humour | ✓ |  | Interview |
| Enthusiastic, ambitious and resilient | ✓ |  | Interview |
| An effective decision maker | ✓ |  | Interview |
| Willingness to support colleagues | ✓ |  | Interview |
| Able to work under pressure and meet deadlines | ✓ |  | Interview |
| Commitment to school’s co-operative values | ✓ |  | Interview |
| Behave in a way which will not bring the school into disrepute | ✓ |  | Interview |
| Commitment to staying fully informed of IT developments and their potential for raising standards | ✓ |  | Interview |
| Commitment to the school’s aims and strategies for improving standards | ✓ |  | Interview |

**JOB DESCRIPTION**

**Role: Senior Science Technician**

**Accountable to: Head of Science and Business & Finance Manager.**

**Grade: 6**

|  |  |  |
| --- | --- | --- |
| **PURPOSE** | **To provide professional leadership and management to the faculty as senior science technician. To secure high quality support for the science faculty by sharing good practice and developing effective use of resources. To lead a team of technicians to work with teachers to meet the practical demands of the specification at key stages 3, 4 and 5.** | |
|  | | **Key Standards or KPIs** |
| **Key Performance Area 1** | **Support for students** | |
| * To support students to access learning activities under the guidance of the teacher * To use specialist skills, training and experience to support students in science. * To work with teachers to ensure the health and safety and good behaviour of students and to take appropriate action when required. * To assist with student welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils. * To assist with school administrative duties including exam invigilation as part of the agreed system for the school. |  |

|  |  |  |
| --- | --- | --- |
| **Performance Area 2** | **Support for teachers** | |
| * To create and maintain a safe, purposeful, orderly and productive working environment. * To ensure timely and accurate design, preparation and use of specialist equipment, resources and materials. * To contribute to the planning, development and organisation of systems, procedures and policies. * To be responsible for maintaining records, information and data, and producing analysis and reports as required. * To demonstrate and assist in the safe and effective use of specialist equipment and materials. |  |
| **Key Performance Area 3** | **Support for the curriculum** | |
| * To prepare science practicals for use within classrooms and practical examinations for key stage three, four and five ensuring that all health and safety requirements are met. * To provide practical support to the teachers and pupils within the science faculty by responding efficiently to requests for experiments and resources, ensuring that these meet the required expectations of the teaching staff. * Develop new ways of providing experiments as required by changes in the curriculum, and provide advice on the practical feasibility of requested experiments when appropriate. * To provide specialist advice and guidance as required |  |

|  |  |  |
| --- | --- | --- |
| **Key Performance Area 4** | **Strategic Leadership and Resource Management** | |
| * To undertake personal development to improve own practice, and to coordinate professional development of others within the technical team. * To ensure the smooth running of the science laboratory including the co-ordination and management of the laboratory stock room. * To maintain clean and safe laboratories, ensuring that equipment is cleaned and maintained throughout the school term. * To monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required**.** * To carry out maintenance of specialist equipment and checks in line with quality and safety standards both in term time and outside of term time. * To undertake specialist repairs or modifications in accordance with the required level for the post and arrange for other repairs or modifications to be carried out by others. * To undertake structured and agreed learning activities within the relevant discipline, such as demonstrations under the agreed system of supervision where appropriate. * To be aware of new developments in areas of technology and new equipment and to assist teaching staff in the assessment and evaluation of new equipment needs prior to the developments of new of expanding courses |  |
| **Key Performance Area 5** | **Support for the school** | |
| * To work as part of a team to support colleagues and contribute to the vision and ethos of the school. * To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person as soon as they arise. * To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * To establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of pupils. * To work with the head of science to manage absence within the technical team * To participate in training and other learning activities and performance development as required. * To recognise own strengths and areas of expertise and to use these to advise and support others. * To assist with line management of technical support staff as appropriate. * To assist with recruitment, induction, appraisal and training of other technical support staff. |  |

**This Job Specification may be reviewed by the Headteacher, as necessary,**

**and may be amended at any time after consultation with you.**