A picture containing text

Description automatically generated

**JOB DESCRIPTION** **– SENIOR TECHNICIAN**

|  |  |
| --- | --- |
| Job title | Senior Technician Physics and Applied Science |
| Grade | Grade C |
| Responsible to | Senior Science Technician |
| Responsible for | To coordinate the use of practical resources and facilities to ensure effective teaching and learning |
| Effective from | April 2025 |

|  |
| --- |
| **SUMMIT LEARNING TRUST Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Key Responsibilities and indicative associated tasks:**

* To coordinate the use of practical resources and facilities to enable fullest use for teaching and learning and to work with the relevant Curriculum Leader and teaching colleagues in the area served by the second preparation room
* To liaise with other key members of the College staff, e.g. Estates, IT, LRC, Finance, Procurement Officer, as required
* To liaise with external contractors as required in the names area or on matter relating to the preparation room being managed
* To support all teaching colleagues, including NQTs, in the preparation for and delivery of practical work
* To ensure Health and Safety regulations and good practice are adhered to and to promote a safe working environment
* To participate in the College Professional Development and Performance Review Scheme including carrying out appraisals of Science Technicians including assessing their training needs, and liaison with the Senior Science Technician to help develop a whole team development plan
* To be responsible for the availability and supply of all resources required by specialist area of responsibility
* To be responsible for the preparation of resources to the required level of accuracy to enable the delivery of the curriculum in the named area
* To be responsible with preparation and clearing up of equipment and materials for practical work in specialist area of responsibility
* To advise teaching colleagues of the technical requirements raised by the curriculum, maintaining awareness of recent scientific and education developments in named subject area
* To keep technician data sheets up to date with the relevant risk assessment
* To assist with maintenance and cleaning of laboratories and equipment
* To assist with stock control and planned purchasing for the named area, including preparation of the 3-year replacement bid
* To maintain an overview of budget control for spending in the named area, liaising with the Senior Science Technician
* To assist on projects undertaken by BTEC students
* To work flexibly without close supervision and take initiative in tackling problems
* To line manage and direct the work of other technicians as required for the delivery of practical work in named area(s)
* To assist teaching colleagues in the preparation of displays for Open Day, Welcome to College Day and displays in corridors to improve student recruitment and learning
* To be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
* To actively promote Safeguarding, British Values and the College’s Preventing Vulnerability strategy
* Have the flexibility to work in other science areas when directed by the Senior Science Technician
* To carry out such other duties as may reasonably be required

**Physics and Applied Science Senior Technician**

* To work with the Natural Sciences Curriculum Leadership and the Physics teaching colleagues and to line manage other technicians in the development and preparation of practical work for Physics courses
* To work with Assistant Curriculum Leader with responsibility for BTEC Applied Science and teaching colleagues and to line manage other technicians in the development and preparation of practical work for BTEC Science courses
* To advising and assist learners on BTEC practical assignments and with individual project work in all three science areas (Biology, Physics and Chemistry)
* To be involved in the researching and developing new ideas, trialing experiments and adapting them to working patterns and requirements of the exam board
* To advise technical colleagues on the delivery of BTEC science projects.
* To ensure that teachers are aware of control measures put in place for the control of radioactive materials
* To assist the Radioactive Protection Officer (Physics teacher) with wipe testing and health and safety checks for radioactive sources (after appropriate training)

**Chemistry Senior Technician**

* To work with the Chemistry Curriculum Leadership and Senior Technician to ensure efficient use of the resources available, including the allocation of other technician support
* To work with the teaching colleagues and the BTEC Applied Science Senior Technician and to line manage other technicians in the development and preparation of resources for the Chemistry courses and BTEC Science courses where the work falls within Chemistry
* To be involved in the researching and developing new ideas, trialing experiments and adapting them to working patterns and requirements of the exam board
* To ensure continuity and availability of resources required for the delivery of the Chemistry curriculum
* To assist with demonstrations for BTEC Applied Science and Chemistry
* To organise the safe disposal of chemicals and chemistry waste via a registered waste disposal company and disposal of other chemicals and hazardous substances in compliance with COSHH

**Biology Senior Technician**

* To work with the Natural Sciences Curriculum Leadership and Senior Technician to ensure efficient use of the resources available, including the allocation of other technician support
* To work with the teaching colleagues and the BTEC Applied Science Senior Technician and to line manage other technicians in the development and preparation of resources for the Biology courses and BTEC Science courses where the work falls within Biology
* To be involved in the researching and developing new ideas, trialing experiments and adapting them to working patterns and requirements of the exam board
* To prepare microbiology practicals to a high standard (after training) and manage the associated disposal of biological waste

**Tasks associated with key responsibilities:**

**This is an indicative list of tasks associated with the job role to help the postholder have a better understanding of their role. It is not intended to be an exhaustive list.**

* Supervising relevant colleagues in the maintenance of equipment in the area(s) of responsibility and liaising with teaching colleagues in these areas
* Preparation and clearing of apparatus, equipment and materials for practical work and demonstrations
* Supervising the safe storage/handling of apparatus, equipment and materials for practical work
* Liaising with the Senior Science Technician to manage the most efficient allocation of technician resources
* Advising teaching colleagues on the technical requirements of the current curriculum and planned or suggested curriculum development, development of technician instructions and assessment of the technical support required
* Trialing new practical work and advising Curriculum colleagues on technical requirements
* Keeping up to date with published safety advice on practical work within area of responsibility and advising teaching colleagues of these changes, amending technician preparation sheets and relevant risk assessments as reflect any changes
* Ordering of equipment, materials and controlling stock for the area(s) of responsibility
* Setting up and testing demonstrations
* Over-seeing Health and Safety issues and reporting any problems
* Producing practical preparation sheets and technician risk assessments
* Supplying of equipment/chemicals/support to learners for individual project work where it falls within the area(s) of responsibility or when directed to do so by the Lead Technician
* Clearing away of used resources and safe disposal of waste in accordance with Health and Safety regulations
* Maintenance of the laboratory, e.g. cleaning of equipment, cupboards and benches
* General administrative duties associated with the role

**General Duties**

* Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* Undertake health and safety duties commensurate with the post and/or as detailed in the Trusts health and safety policy.
* Work in accordance with all of the Trusts policies and procedures.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

|  |  |
| --- | --- |
| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

A picture containing text

Description automatically generated

**Person Specification – Senior Technician**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of learners, colleagues and parents.*

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to at least Advanced Level or equivalent in relevant Science subject, and hold GCSE Maths and English * Hold relevant Health & Safety training | * Hold First Aid training or be willing to untake |
| **Relevant Experience** | * Recent experience of working in a school or college laboratory environment * Practical experience of A-Level Science requirements * Knowledge of COSHH & CLEAPSS and risk assessments. * Ability to relate to 16-19 age group | * Experience of handling a budget. * Experience of storage and stock control * Practical experience of BTEC Applied Science |
| **Skills and aptitudes** | * Ability to prioritise workload * Excellent time management and organisational skills * Ability to communicate effectively with colleagues and learners * Ability to work within a team and effectively direct other technicians in their work * Ability to work without close supervision and take initiative in tackling problems | * I.T. skills, Office and data logging |
| **Special Requirements** | * Enhanced DBS clearance * Compliance with all College and Trust policies * Safeguarding and promoting the welfare and success of all learners * The implementation of equal opportunities practice * Promoting the stated aims and policies. |  |

A picture containing text

Description automatically generated

**Professional Services Colleagues**

The following Generic Job Description is applicable to all Professional Services Colleagues and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our learners.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our learners, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Learners**

* To be responsible for assisting with and monitoring the welfare, care and safety of learners e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant colleagues and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate learners achievements.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.