

RAINHAM MARK GRAMMAR SCHOOL

Lead Science Technician: JOB DESCRIPTION

Salary

Scale C2 point 12-25

Line of responsibility

The Lead Science Technician will be directly responsible to the Head of Science

Job purpose

The Lead Science Technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- The line management of all science technicians including their induction, training and performance management.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Job specification

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall organise and monitor the science technicians' workloads to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately.
- S/he shall ensure that staff in the science department/s are aware of and comply with all health and safety requirements and other relevant regulations.
- S/he shall, in discussion with the head of science and her/his line manager, organise and put in place contingency plans to meet the needs of the science department/s in the event of emergencies such as absence, power cuts or equipment failure.
- S/he shall ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department/s.

- S/he shall liaise with the head of science in order to put in place requirements for practical school and public examinations.
- S/he shall coordinate the putting up and maintenance of appropriate classroom and corridor displays within the science department/s.
- S/he shall ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- S/he shall ensure the cleaning and maintenance of glassware, equipment and sinks.
- S/he shall, under the guidance of the head of science and her/his line manager, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
 - Actively leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.
 - Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
 - The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
 - The safe storage and accessibility of equipment and materials.
- S/he shall take a lead role in the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- S/he shall hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
 - Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
 - Monitoring, controlling and maintaining financial records of departmental expenditure.
 - Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
 - Undertaking the lead role within the department/s on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- S/he shall provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- S/he shall carry out and update risk assessments in accordance with school policies.

Personnel

- S/he shall establish and maintain good relationships with all staff, students, visitors, suppliers and contractors.
- S/he shall identify the training needs of science technicians and organise appropriate development opportunities in discussion with her/his line manager.
- S/he shall complete science technicians' appraisals, including the setting of appropriate targets.
- S/he shall maintain attendance and training records for science technicians.

Administrative

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the governing board.
- S/he shall source suppliers applying best value principles.
- S/he shall ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- S/he shall complete equipment and stock inventories as required.

General

- S/he shall attend school events as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep up to date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- Carry out the duties of a fire warden

Lead Science Technician: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none">Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English, mathematics and a science.Experience of working in a relevant discipline within a laboratory or similar environment.Experience in the line management of staff.	<ul style="list-style-type: none">Further/higher qualification or NVQ level 4 or equivalent in a science related discipline.Experience of working in a school or similar establishment.Experience of working with children/young people.	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and skills:		

<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to improve own practice/knowledge through selfevaluation and learning from others. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Good standard of numeracy and literacy skills. • Ability to operate a range of ICT equipment and other specialist resources. • Ability to proficiently use 	<ul style="list-style-type: none"> • Managing and monitoring a budget, and providing required reports. • Working knowledge of relevant policies and procedures. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Essential	Desirable	Evidence
<p>computer software including word-processing, spreadsheet, database and internet systems.</p> <ul style="list-style-type: none"> • Working knowledge of putting in place and monitoring regulations/legislation relating to laboratories such as health and safety and COSHH requirements. 		
Personal qualities:		

<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work and make informed decisions. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
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