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**Job Description**

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| **Job Title:** | Senior Science Technician |
| **Grade:** | SAT 6 |
| **Responsible to:** | Head of Science |

**Purpose of the Job:**

To lead in providing technical support to the Science Department to ensure quality first teaching for all pupils.

To work with teachers to manage the provision of technical support for learning activities.

To work with pupils in the delivery/demonstration of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils.

To ensure that the Technical Team is resourced, organised and developed to meet the performance standards required.

**Main duties and responsibilities (Accountabilities):**

* To ensure efficient use of resources and assist with the management of departmental budgets.
* To ensure all health and safety requirements are fulfilled.
* To ensure all lessons are appropriately resourced and prepared.

**Technical Support**

* To assist with all reasonable requests by the Head of Science and department staff.
* To assist with classroom practical’s and to carry out demonstrations, prepare resources; assemble apparatus, paying attention to all relevant safety guidelines.
* To support and guide pupils under the direction of the teacher in their learning within the curriculum area.
* To advise teaching staff on technical support to meet curriculum requirements.
* To assist with the distribution and collection of ICT equipment.
* To manage, support and develop other technical support staff, ensuring they have the required skills to provide technical support for teachers.
* To take a lead role in contributing to the planning, development and organisation of equipment, systems, policies and procedures for the specialist technical area.

**Health and Safety**

* To ensure that laboratory safety regulations and necessary precautions and requirements are met; ensuring that laboratories and equipment are kept clean and tidy, including checking equipment for safety and advising pupils of safety aspects of particular experiments.
* To lead and co-ordinate the assessment, monitoring and review of both health and safety procedures and information resources.
* To carry out risk assessments for technician activities and to ensure health and safety regulations in relation to equipment and materials used by staff and pupils are adhered to.
* To maintain a working knowledge of current health and safety requirements and developments in practical science by ensuring that relevant literature is available and by arranging for technicians to attend relevant training courses.
* To advise teaching staff and others of any potential health and safety hazards
* To develop and implement plans to safely and securely store allocated resources/materials/equipment.
* To ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
* To ensure statutory records of poisons, inflammable liquids, alcohol and radioactive materials are maintained and that all materials are correctly labelled.
* To ensure safety, and safe usage, of specialised equipment such as fume cupboards.
* To ensure that statutory checks on electrical equipment are carried out when required and to maintain general equipment in good order.
* To ensure that records of breakages and deterioration/damage to any equipment, chemicals or resources are maintained.
* To maintain a register of all incidents involving safety or damage and an asset register of all equipment.

**Monitoring:**

* To co-manage the budget for the purchase of technical materials and equipment alongside the Head of Science and to undertake regular audits of resources.
* To lead on stock control, compiling orders and liaising or negotiating with suppliers.
* To purchase supplies in accordance with the school purchasing policy and maintain appropriate records.

**Other responsibilities:**

* To support staff with the scanning, printing and preparing of learning resources.
* To keep up-to-date with current procedures and practices through continuing professional development.
* To participate in the school’s annual system of performance management.
* To undertake any other duties of a similar level and responsibility as may be required from time to time.

These duties/responsibilities are to be undertaken and performed by the postholder to the satisfaction of the Headteacher. The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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| **Grade:** | SAT 6 |
| **Responsible to:** | Head of Science |

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A Level or equivalent in a science related subject or a Level 3 qualification. * Excellent Numeracy and Literacy skills (minimum grade C at GCSE or equivalent in both English and Maths | * Basic First Aid certificate. |
| **Experience** | * Experience of working in a science laboratory environment (at least two years). * Experience of working in secondary school setting. |  |
| **Skills and Abilities** | * Ability to prepare equipment and materials for lessons, as requested by the teaching staff. * Able to prioritise own workload. * Self-motivated and able to use initiative to ensure tasks are completed. * Excellent communication skills. * Good organisational skills. * Ability to work independently or as part of a team. * Ability to use ICT effectively. * Ability to relate well with pupils and understand their needs and being able to respond appropriately. * Understand the issues surrounding the safeguarding of pupils and commitment to child welfare and safety. |  |
| **Knowledge** | * Demonstrate commitment, awareness and competent understanding of Health and Safety procedures in a laboratory setting, including COSHH regulations and related procedures. * Detailed knowledge of appropriate use of laboratory equipment (including safe handling and storage of chemicals and hazardous substances/materials). * Reasonable level of knowledge and understanding of the science curriculum. * Knowledge of policies and procedures relating to child protection, health and safety, security, equal opportunities, confidentiality and personnel matters. * Keep up to date with current procedures and practices through continuing professional development undertaking training as required. |  |

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.