

# Lead Science Technician

Kent Range 7

## **Purpose of the Job:**

To be responsible to the head of science, to oversee the general running of the science technician areas within the science department, coordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

## **Overview of Additional Duties as Science Technician Leader**

- Placing orders; checking deliveries and invoices.
- Keeping financial records.
- Line managing, monitoring performance and supervising other technicians.
- Training and arranging for the training of colleagues.
- Organising the technical support to the science department.
- Liaising with curriculum leader, senior management and other departments.

## **Key Duties and Responsibilities:**

1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum (including liaising with teaching staff and support staff outside of the department) to ensure that the varied needs of the students are met.
2. Actively contribute to the assessment, monitoring and review of both health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment. Keeping up-to-date with current procedures and practices through continuing professional development;
3. Contribute to the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest curriculum possible can be offered to students.
4. Coordinate supply management and order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that the classrooms/laboratories/kitchen etc. are appropriately equipped.
5. Coordinate & maintain up-to-date records of stocks and accurate financial records to ensure that school's financial procedures are adhered to and expenditure is kept within budget.
6. As science technician leader, make sure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to. Refer to Science Technician Duties and Responsibilities.
7. As line manager, organise and supervise the work of other technicians in the department ensuring that their work is of the required standard and that all policies and procedures are adhered to. Undertake performance reviews in order for their training and development needs to be met.
8. Supervise and monitor the performance of Science Technicians. Liaise with CL/Senior Management in order to address any findings/concerns of underperformance.
9. Be responsible for COSHH (Control of Substances Hazardous to Health) including radioactive materials.

The following outlines the criteria for this post.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of similar work.</li> <li>• Supervisory experience including performance management or willingness to learn and implement whole school PM.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Assembly, disassembly and cleaning of equipment.</li> <li>• Ability to exchange of information both verbally and in writing with staff and suppliers.</li> <li>• Proactive approach to resource preparation</li> <li>• Able to delegate</li> <li>• Willing to seek support from management incl. curriculum leader</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils.</li> <li>• Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory). First Aid certificate would be useful.</li> <li>• Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students.</li> <li>• Use of basic technology (computer, video/DVD, photocopier etc.)</li> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>• Financial procedures.</li> <li>• Proactive approach to skills development – attending courses, in-service training, NVQs.</li> </ul>