

Job Title: Senior Science Technician

Responsible to: Head of Science

Location: Notre Dame High School, Surrey Street

Grade: SCALE F (point 12 - 17)

Hours: Term time plus 4 weeks
 37 hours per week

1 PURPOSE AND SCOPE:

Under the overall direction and control of the Head of Science to work with teaching staff to support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of equipment and materials for science lessons. To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities. To take responsibility for the line management of three science technicians within the science support staff structure and provide a high level of specialist, technical and learning expertise.

2 MAIN DUTIES AND RESPONSIBILITIES

2.1 Specific duties as a Senior Science Technician:

- 2.1.1.1 To have direct line management responsibility for the other three technicians in the team. This will include:
 - 2.1.1.1.1 Giving advice, setting priorities, standards and ensuring that these are maintained
 - 2.1.1.1.2 Personally covering their duties, for example to cover illness
 - 2.1.1.1.3 Leading performance management, staff development, staff recruitment and induction of new staff.
- 2.1.1.2 To undertake a share of the core workload of the technical team (see subsection 2.2)
- 2.1.1.3 To provide technical support for all extra and cross curricular activities the Science Department engages in. As directed, to lead such activities.
- 2.1.1.4 To undertake more complex and specified activities, for example:
- 2.1.1.5 Monitoring spending verses the department budget
- 2.1.1.6 Assisting with procurement

- 2.1.1.7 Raising and monitoring department health and safety issues.
- 2.1.1.8 To work with the Head of Science to enhance the efficiency of the department, for example:
- 2.1.1.9 Liaising with relevant Heads of Subject regarding practical coursework requirements
- 2.1.1.10 Monitoring and evaluating the use of storage and preparation areas within the Science department

2.2 Duties as one of 3 Science Technicians working as a team:

- 2.2.1 To prepare, assemble and clean apparatus and components for demonstration, class practical work, assessments and examinations.
- 2.2.2 When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practical lessons (only while a member of teaching staff is present), project work and assessments.
- 2.2.3 To advise teachers, when required, particularly those teaching outside the specialism, being retrained or on probation.
- 2.2.4 To install, test and calibrate both existing and new equipment.
- 2.2.5 To assist in the production of technical information that is to be used by staff and students and, at the request of teaching staff, to provide advice and safety instructions to students.
- 2.2.6 To understand and be aware of all health and safety instructions on the use of the departments resources (e.g. tools, materials, equipment etc)
- 2.2.7 Where applicable, assists the teacher with coursework, delivery of work programmes/lessons and assessments within the specialist area.
- 2.2.8 To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities.
- 2.2.9 To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
- 2.2.10 To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.

- 2.2.11 To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
- 2.2.12 To ensure that gas and water taps are turned off, and that electrical connections chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
- 2.2.13 To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks. To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
- 2.2.14 To ensure that appropriate levels of stock are maintained to meet the requirements of the department.
- 2.2.15 To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
- 2.2.16 To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake any required breeding programmes.
- 2.2.17 To act as a First Aider in response to incidents that occur within the Science department.

3 General Duties

- 3.1 To participate in training and other learning activities as required and to participate in appraisal and professional development.
- 3.2 To carry out their duties with the due regard to the school's policies on equal opportunities, health and safety and quality assurance.
- 3.3 The post holder must act as a responsible caring adult with the health, safety, and welfare of the children always in mind; must show conduct which commands respect.
- 3.4 To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture, etc.
- 3.5 To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation.
- 3.6 To contribute to safe working practice in preparation/storage/teaching areas.
- 3.7 To maintain an up to date knowledge of technical developments in the field.

- 3.8 To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies (with regard to H+S regulations), reprographic duties (in liaison with reprographic technician), preparation of audio/visual material as required by departmental teaching staff, etc.
- 3.9 To undertake other similar duties and activities that fall within the grade and role any other duties as may be reasonably required by the Head Teacher.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school

PERSON SPECIFICATION

			Evidence
Experience	Experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment.	Highly Desirable	App form
	Several years experience of working in a technical capacity in a scientific or similar environment	Essential	App form/Interview
	Experience of Chemistry practical preparation	Essential	App form/Interview
	Experience of line management responsibilities	Essential	App form/Interview
Qualifications and Training	Excellent literacy and Numeracy skills to NVQ2	Essential	App form
	NVQ4 qualification in science	Essential	App form
Knowledge and Skills	Working knowledge and skills of science preparation;	Essential	ALL: App form & Interview
	Use of specialist equipment/resources;	Essential	
	Full working knowledge of relevant policies/codes of practice/legislation;	Highly Desirable	
	Working knowledge of national curriculum in specialist area, according to particulars of the post	Highly Desirable	
	Able to encourage pupils to learn using available resources;	Essential	
	Able to organise, lead and motivate a team;	Essential	
	Able to undertake varied duties;	Essential	
	Good communication skills with people at all levels;	Essential	
	Able to gain respect of students through manner of confidence and authority;	Essential	
	Able to organise own workload in the context of varied tasks;	Essential	
Effective time management and organisation skills	Essential		
Awareness of health and safety (including COSHH)	Essential		
Personal Qualities	A team player;	Essential	ALL: App form & Interview
	Able to work calmly under pressure;	Essential	
	Able to critically evaluate own performance and make any necessary changes to be more effective;	Essential	
	Committed to the Christian Ethos of the school;	Essential	

	<p>Enthusiastic; Honest, reliable, loyal</p> <p>The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.</p>	<p>Essential Essential</p>	<p>Candidates need to be able to demonstrate these skills either via application form or interview</p>