



Job Description

Post Title: Senior Science Technician

Pay Scale: Grade 5

Responsible to: Director of Science

Main Purpose of the Post:

To be responsible for providing a technical support service to teaching staff in the Academy by ensuring maintenance of safe working practices and the preparation of equipment and materials as directed. To supervise and support the Science Technician's and ensure they receive adequate training to carry out their duties safely and effectively.

Principal Accountabilities:

- Provide a high quality and efficient technical support service to teaching staff
- Maintains the teaching and other working surfaces. Inspects fumes cupboard, reports any necessary repairs, including those to main services and drainage systems, to an appropriate person (normally Curriculum Leaders)
- Prepares, maintains and stores apparatus, materials and tools both for demonstration and practical work
- Maintains stock to meet requirements and requisitions new items to approved standards; receives and stores new stock and ensures the return of empty bottles and containers. Keep stock records, breakage records and other such records as may be required
- Constructs apparatus as required and assist in practical and demonstrations
- Sets up and operates equipment such as projectors, recorders and educational computers. Dubs tapes from masters and tapes programme; assists in making and maintaining visual aids. Reproduces worksheets, notices and other non-keyboard reprographic work
- Supervises and oversees long-term experiments and/or projects
- Responsible for the supervision, support and training of the Science Technician's

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The postholder must be flexible to ensure the operational needs of the Academy are met. This includes undertaking duties of a similar nature and responsibility as and when required, throughout the various places of work in the Academy.
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's

responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and Programme. Specific details are outlined in the Departmental Safety Policy.

- Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

Knowledge, Skill and Experience:

- Knowledge of Health and Safety issues in a laboratory situation
- Experience of working as a technician
- Experience of maintaining accurate stock records
- GCSE Science at GCSE grade C or above, or equivalent.
- Ability to communicate effectively and appropriately in a variety of situations
- Good organisational, inter-personal and consultancy skills
- Committed to working as part of a team
- Ability to work with minimum supervision
- Ability to supervise, train and support staff within the department

CHALLENGES & KEY FEATURES:

To provide an efficient and effective technician service to meet the needs of the Science department. To supervise, train, support and oversee the other technician/s in the department. To have flexible approach to work as the postholder may be required to alter their hours to meet the operational needs of the Academy. To be committed and motivated to the objective of raising achievement in the Academy.

Discretion:

- Decide what stock needs to be replenished.
- Decide what repairs are required.
- Manage own workload to ensure efficiency and the safety of staff and students in the Science Department.
- Respond to on the spot incidents that require immediate attention/decisions on and off the Academy premises and/or without direct contact with a Senior Member of Academy Staff.

Consequences:

- The safety of staff and students.
- Teachers can continue with lesson plans without disruption.

Contacts and Relations:

- Contact on a daily basis with Executive Principal, Senior Leadership Team, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with suppliers of equipment and materials.

Responsibility for Resources:

- No responsibility for physical or financial resources.

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.
- Work is also subject to external deadlines which are non-negotiable and the Academy could incur financial penalties if not met.

Physical Demands:

- Work will require normal physical effort with some substantial effort when carrying equipment and materials up and down stairs.

Working Conditions:

- Work will be undertaken in a normal school environment.

Work Context:

- There is some risk to personal safety owing to noisy machinery and exposure to resistant materials.
- Work is undertaken in a school environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature