



Job Description

Job Title: Senior Science Technician

JD Code: JDE30

Accountable to: Subject Leader of Science (or equivalent)

Contract Type: Full time, Full Year

Line Management:

The post holder will be accountable to the Leader of Science (or equivalent) for all initiatives related to this post. Line management responsibility of the science technician(s) including induction, training and performance management (if applicable)

Job Purpose:

Under the overall direction of the subject leader, to co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum. This will include liaising with teaching staff and support staff outside the department and the line management of science technician or trainees (if required).

Job Accountabilities:

- Assist the teacher during practical lessons by allocating resources, materials and equipment, assisting with practical work.
- Respond to the requests for materials and tools.
- Provide resources urgently for use in lessons.
- Collate and collect all materials for class use.
- Assist in practical classes and carry out demonstrations if required.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Assist the subject leader with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Support the team subject leader in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
- Making effective use of ICT to provide systems for the Leader of Science (or equivalent) to monitor the budget of the departments capitation.
- Under the overall guidance of the subject leader, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.



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- Order any specialised equipment or materials at the request of the subject leader (or equivalent)
- Manage all order invoices and keeping an accurate record of department spending.
- Contribute to the design, development and maintenance of specialist resources and/or long-term projects.
- Adopt the whole school behaviour for learning framework to enable all students and staff to work productively.
- Work as part of a wider team of staff to enhance learning resources and plan collaboratively.
- Contribute to the design, development and maintenance of specialist resources and/or long-term projects
- Carry out health & safety and risk assessments relating to laboratory work and apply CLEAPSS regulations and assessments.
- Be responsible for the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Be responsible for the healthy and safe storage and accessibility of equipment and materials.
- Contribute to the assessment, monitoring and review of both health & safety procedures and information resources.
- Be responsible for the provision of technical advice and support on health & safety issues to teaching and trainee technical staff.
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- Line management of the science technician(s) including induction, training and performance management.
- Organise and monitor the science technician's workload to meet departmental needs, delegating tasks appropriately.
- Network with other science professionals.
- Keep up to date with current procedures and practices through continuing professional development.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community, always upholding a 'Commitment to Excellence', and by dressing appropriately and smartly in professional attire.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> • Level 2 qualification or equivalent in Maths/Numeracy and English/literacy. • NVQ level 3 in Laboratory and Associated Technical Activities (LATA), or NVQ level 3 for Laboratory Technicians in Education, or Level 3 Certificate in Laboratory Technical Skills or equivalent experience • Evidence of Continuous Professional Development. 	<ul style="list-style-type: none"> • Experience of working in a school environment
B. Skills and abilities	<ul style="list-style-type: none"> • Ability to monitor, control and keep financial records according to the requirements of the school. • Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum. • Ability to carry out risk assessments in relation to laboratory work • Manage workload effectively by preparing equipment and materials for lessons, as requested by the teaching staff • Ability to maintain accurate work records and inventories 	
C. Professional values	<ul style="list-style-type: none"> • Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. 	
D. Personal qualities	<ul style="list-style-type: none"> • Evidence of: • The ability to relate to and motivate staff, parents and students • The ability to listen to and understand others • Constant and consistent expectations of high standards • The ability to relate well to children and adults 	
E. Approach to work	Evidence of: <ul style="list-style-type: none"> • High motivation and professional commitment; • A commitment to student-centred education; • A commitment to involving parents as partners in the education process; • A commitment to and understanding of equality of opportunity. 	



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This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to pre-employment checks including an enhanced DBS disclosure.