

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



SENIOR SCIENCE TECHNICIAN

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE: Bucks Pay Range 3 (£22,690 – £24,540 FTE; Actual Salary £19,241 - £20,809)

HOURS: 37 hours per week, 39 weeks per year – Permanent (Term time, plus 5 Inset Days)

OVERVIEW OF ROLE

The Senior Science Technician will be directly responsible to the Curriculum Leader for Science, and will:

Ensure that a safe, effective and efficient laboratory technical service is provided for use by teaching staff and students.

Provide comprehensive technical advice and assistance in the classroom to support students and teaching staff.

Co-ordinate the use and development of practical resources within the Science Department.

Lead and manage all Science Technicians including being responsible for their induction, training and performance management.

Implement and monitor all health and safety requirements and other relevant regulations, making sure that these are in place and adhered to, overseeing the completion and recording of necessary checks.

Deal with students, staff, other professionals, visitors and parents/carers politely and assertively and undertake any additional supervisory duties as directed.

MAIN DUTIES AND RESPONSIBILITIES:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Operational

- Organise and monitor the Science Technicians' workloads to meet departmental and cross-curricular needs including cover for absences, delegating tasks appropriately.
- Ensure that staff in the Science Department are aware of and comply with all health and safety requirements and other relevant regulations.
- In discussion with the Curriculum Leader for Science, organise and put in place contingency plans to meet the needs of the Science Department in the event of emergencies such as absence, power cuts or equipment failure.
- Ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the Science Department.
- Liaise with the Curriculum Leader for Science in order to put in place requirements for practical school and public examinations.
- Coordinate the putting up and maintenance of appropriate classroom, office and corridor displays within the Science Department.

- Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- Ensure the cleaning and maintenance of glassware, equipment and sinks.
- Under the guidance of the Curriculum Leader for Science, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
 - Actively leading and coordinating the assessment, monitoring and review of health and safety procedures and information resources.
 - Keeping up-to-date with current procedures and practices through continuing professional development.
 - Providing technical advice on health and safety issues and other relevant regulations to teachers and support staff.
 - The safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
 - The safe storage and accessibility of equipment and materials.
- Take a lead role in the design, development and maintenance of specialist resources and/or long-term projects, and other professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
 - Stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
 - Monitoring, controlling and maintaining financial records of departmental expenditure.
 - Ensuring the availability of suitable materials and suggesting alternatives for suitability, sustainability and economy.
 - Undertaking the lead role within the department on routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards.
- Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- Carry out and update risk assessments in accordance with the school policies.

Personnel

- Identify the training needs of Science Technicians and organise appropriate development opportunities in discussion with the Curriculum Leader for Science.
- Complete the Science Technicians' appraisals, including the setting of appropriate targets.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Collate information and prepare reports as required by the Curriculum Leader, Headteacher and the Governors.
- Source suppliers applying best value principles.
- Ensure that financial procedures and activities are carried out within the department in accordance with school policies and procedures.
- Complete equipment and stock inventories as required.

GENERAL DUTIES AND RESPONSIBILITIES

- Attend school events as required, including Open Evenings.
- Attend relevant meetings and training sessions.
- Undertake First Aid training and responsibilities as required.
- Keep up-to-date with developments and changes in requirements and regulations, and communicate appropriate information to colleagues.
- Be aware of the responsibility of personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Support the schools implementation of all other current statutory requirement e.g. Child Protection and Safeguarding.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.
- To have responsibility for promoting and safeguarding the welfare of all students.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Staff are expected to work positively and inclusively with colleagues and stakeholders so that the school provides a workplace that delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disability.

The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

This post may be subject to modification or amendment after consultation with the post holder.

Signed: _____
Senior Science Technician

Date: _____

Signed: _____
Headteacher

Date: _____

PERSON SPECIFICATION – SENIOR SCIENCE TECHNICIAN

	Essential	Desirable
Qualifications		
GCSE (grade A* - C) or equivalent, in English, Maths and Science.	✓	
Further/Higher Qualification in a Science-related discipline, NVQ Level 3 Diploma in Laboratory and Associated Technical Activities (or willingness to work towards, within an agreed timescale).		✓
Basic Health and safety Certificate (or willingness to work towards, within an agreed timescale).	✓	
First Aid Training (or willingness to work towards, within an agreed timescale).	✓	
Experience, Knowledge and Skills		
Experience of working in a relevant discipline within a laboratory or similar environment.	✓	
Experience of working in a school or similar environment.		✓
Experience in the line management of staff.		✓
Ability to build and form good relationships with students and colleagues.	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	✓	
Ability to lead, develop and motivate a team of staff, delegating duties as required.	✓	
Ability to improve own practice/knowledge through self-evaluation and learning from others.	✓	
Verbal and written communication skills needed to effectively communicate with colleagues, students and other professionals.	✓	
Good standard of numeracy skills.	✓	
Ability to operate a range of ICT equipment and other specialist resources.	✓	
Proficiency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, PDF and Google Drive.	✓	
Personal Skills		
Initiative and ability to prioritise own work and make informed decisions.	✓	
Ability to follow and work in collaboration with Curriculum Leader for Science.	✓	
Ability to work flexibly to meet deadlines and respond to unplanned situations.	✓	
Efficient, meticulous and organised.	✓	
Desire to enhance and develop skills and knowledge through CPD.	✓	
Commitment to the highest standards of Child Protection, Safeguarding and GDPR.	✓	
Commitment to the school's ethos.	✓	