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| Job title | **Senior Science Technician** | | Contract | **Permanent** | |
| Department | **Science** | | Reports to | **Director of Science** | |
| Our mission | | | | | |
| We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens. | | | | | |
| Your role | | | | | |
| Your role as a Senior Science Technician is to jointly lead the Technician team in providing the safe, effective and timely provision of technical services required for the teaching of Science. | | | | | |
| Person specification | | | | | |
| Ability to organise workload, prioritise tasks and meet deadlines | | | | | Essential |
| Ability to work independently and support the work of the team | | | | | Essential |
| Ability to manage and supervise the technicians working in the department,  including their performance management whilst maintaining the required level  of CPD | | | | | Essential |
| Ability to be flexible and respond effectively to the “unexpected' | | | | | Essential |
| Effective communication/interaction with adults and young people | | | | | Essential |
| Awareness of sensitive information and the need for confidentiality | | | | | Essential |
| An understanding of specific technical health, safety and security issues in schools | | | | | Essential |
| Ability to have a practical approach with excellent planning and organisational skills | | | | | Essential |
| Ability to implement the practical tasks associated with preparing and disposing of chemicals | | | | | Essential |
| GCSE (grade 4 or above) in English and Mathematics | | | | | Essential |
| An awareness of health and safety issues relating to school science | | | | | Essential |
| Specific curriculum relevant knowledge | | | | | Desirable |
| An awareness of CLEAPSS and/or COSHH regulation | | | | | Desirable |
| Six months’ experience in a chemical laboratory/technician role | | | | | Desirable |
| Accountabilities | | | | | |
| Strategy | | * Support the ELAT vision, mission and values. * Contribute to the Trust’s mission of continuous improvement. | | | |
| Planning | | * To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers. * To produce the weekly order sheet to give an overview of the requisitions needed for each science lesson and manage any competing requests for resources. * To arrange lab swaps as per the lessons out of labs policy. * To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department. | | | |
| Delivery | | * To organise the technical support team to the science department, including:   assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.   * To give technical advice to teachers, technicians and pupils/students. * To carry out risk assessments for technician activities. * To prepare, set-out and clear classrooms; ensuring the equipment, supplies and work area is safe and serviced regularly. * To implement and monitor procedures that ensure the safe handling and secure storing, recording and maintenance of equipment, apparatus and materials and ensuring compliance with health and safety regulations; and school policy and procedures. * To jointly lead on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records so as to ensure adequate supplies are maintained. * To assist teachers, other technicians or other school staff with technical aspects which support learning and teaching. * To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers. * To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard - reporting issues to the line manager where relevant. Whilst technicians do not substitute for school cleaners, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment. * To be responsible for receipt and delivery of resources, and for their safe movement around the facilities of the school. * To use and develop ICT skills to support the administrative requirements of the post. * To complete school based induction and any subsequent training required to improve performance. | | | |
| People Management / Organisational Development | | * To be responsible for the management and supervision of the science technicians working in the department, including their performance management whilst maintaining the required level of CPD. * To fully take part in the Trust’s performance management system. * Maintain the required level of competence required through CPD and statutory updates. | | | |
| Information Management and Reporting | | * To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school. | | | |
| Data Protection | | * All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust’s procedures, or use personal data held on others for their own purposes. | | | |
| Health and Safety | | * To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:   + actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources;   + keeping up-to-date with current procedures and practices through continuing professional development;   + the provision of technical advice on health and safety issues to teachers and technical support staff;   + the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;   + the healthy and safe storage and accessibility of equipment and materials. | | | |
| Good Citizenship | | * Hold personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such. | | | |
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| Key Stakeholders | | Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies. | | | |
| Trust Values | | Passion, Respect, Inclusion, Challenge, Openness | | | |