



# Senior Science Technician

## JOB DESCRIPTION

### Role Purpose:

The purpose of this role is to work with teaching and other school support staff to undertake a range of tasks and duties, facilitating and actively contributing to high quality teaching and learning for students with respect to science. To provide a safe working environment for students and other colleagues. To line manage the science technicians as required.

### Key Accountabilities:

#### Reporting to the Head of Faculty

- To undertake a range of line management duties for Technicians, including allocation of work, ensure work is completed to deadlines and required quality standards, assist with recruitment, monitor performance management and undertake development reviews
- Ensure the maintenance, statutory checks, safety checks, cleaning and repair of laboratory/workshop equipment, to required standards. Carry out basic repairs and obtain estimates for more complex work.
- To oversee the preparation of materials, equipment and tools required for demonstration and practical work/lessons. This could involve the routine care of resources including the plant and animal collection
- Maintain an accurate inventory of all apparatus and equipment. Monitor and control an efficient stock control system and associated records for the Department.
- Retrieve, clear and clean materials and equipment used by teaching staff and pupils from work areas. Ensure where materials and equipment can be used again they are stored appropriately to be used another time, e.g. sterilisation
- Ensure that laboratories, workshops, kitchens and preparation rooms are maintained in a well organised, clean and tidy condition, ensuring the safe storage and accessibility of equipment, tools and materials.
- Deliver equipment and resources to laboratories, workshops, kitchens and classrooms as requested. Set up materials and equipment for use in lessons, undertaking first line fault resolution as required. This could include

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audio/visual and ICT related equipment, as well as demonstrations/experiments.

- Under the direction of a teacher, conduct practical aspects of science, design and technology work, including practical demonstrations to students.
- Work with the teaching staff to prepare for lessons, including contributing ideas to relate activities to the National Curriculum, e.g. development of apparatus, equipment or teaching
- Under the guidance of the teacher, support individual or groups of students during practical aspects of the science curriculum, making some adjustments where necessary to take account of pupil's learning styles and individual needs.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and report as required on pupil achievement, progress and other matters, ensuring availability of appropriate evidence.
- Provide guidance and support for the practical needs of the curriculum, including networking with other technicians within and outside the school and appropriate professional bodies.
- Support the effective use of ICT (and CNC where appropriate) in learning activities and develop pupils confidence in its use.
- Undertake routine marking and accurately record progress using an explicit mark scheme that does not require interpretation, e.g. multiple choice questions  
Set up, operate and review all relevant information and recording systems, including cataloging, filing, inventories and legal records, ensuring they are effective and efficient in their operation, e.g. relating to Health and Safety or equipment/appliance testing
- Ensure the availability of suitable materials and equipment and order goods and services in line with school financial procedures and principles of best value. Record, monitor and control expenditure of associated budgets in conjunction with the Head of Department.
- Receive and check deliveries and associated invoices. Notify the appropriate person of any discrepancies.

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- Recommend the purchase of specific items of equipment, researching costs, seeking value for money and raising orders in consultation with the Head of Department.
- Undertake related administrative tasks such as photocopying or assisting with display work.
- Provide management information as required.
- To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

#### Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

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## PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

## OUR VALUES

<b>Thinking Big</b>	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li></ul>
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	<ul style="list-style-type: none"> <li>• Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better</li> <li>• Be open to new ideas and change where it will have a positive impact on the organisation</li> <li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li> <li>• Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li> <li>• Commitment to self-development, and developing your wider Team</li> <li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li> <li>• Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence</li> </ul>
<p><b>Doing the Right Thing</b></p>	<ul style="list-style-type: none"> <li>• Have integrity and honesty in all that you do</li> <li>• Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work</li> <li>• Take responsibility and ownership for your area of work</li> <li>• Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils</li> <li>• Be transparent and open</li> <li>• Be resilient and trustworthy</li> <li>• Stand firm and stay true to our mission</li> </ul>
<p><b>Showing Team Spirit</b></p>	<ul style="list-style-type: none"> <li>• Understand how you can have a greater impact as a team than you can as an individual</li> <li>• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission</li> <li>• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level</li> <li>• Recognise and celebrate the success and achievements, no matter how small, of your colleagues</li> <li>• Be generous with sharing your knowledge to help to develop others</li> <li>• Understand and be willing to receive suggestions and input on your area of work from others</li> <li>• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work</li> <li>• Be aware of other peoples’ needs and show an ability to offer genuine support</li> <li>• Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams</li> </ul>

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## KNOWLEDGE, EXPERIENCE & SKILLS

**Requirement**      **Assessed at**  
**E – Essential**      **A – Application Stage**

**D – Desirable**      **I – Interview Stage**

**P – During the probationary period**

		<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>Organisational Fit</b>	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
<b>Knowledge</b>	5 GCSEs including Maths and English (grade 4-9) or equivalent	X		X	X	
	Relevant qualification in Art or related subject (ideally level 5 or above)		X	X	X	
	Working knowledge of health and safety including COSHH	X		X	X	X
	Working knowledge of relevant policies, procedures and codes of practice	X		X	X	X
	Good knowledge of up to date techniques, materials and equipment relevant to provision of the National Curriculum		X	X	X	X
<b>Experience</b>	Experience of working within an Science department		X	X	X	X
	Experience of working within a school or similar environment	X		X	X	X
	Experience of working with the relevant age range	X		X	X	X
	Experience of managing stock control and record keeping	X		X	X	X
	Experience of budget management		X	X	X	X
<b>Skills</b>	Ability to demonstrate, role model and inspire a passion for Science	X		X	X	X
	Ability to manage pupil behaviour and create a safe environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Effective use of ICT and other specialist equipment/resources	X		X	X	X

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	Ability to deal with a wide range of stakeholders using multiple forms of communication	X		X	X	X
	Ability to organise and prioritise own workload and meet deadlines especially during periods of pressure	X		X	X	X

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