**Post: Senior Technician (predominantly science)**

**Responsible to:** Science Lead

**General description of the post:**

Our forward-thinking Science Department is looking for a flexible and committed individual to join our science team.

The post holder will provide a specialist technical and practical service supporting the science teaching staff in the delivery of the Science Curriculum and will assist with the provision of well-maintained resources and services in an organised and safe environment. The post will also include elements of supporting other areas including Food.

As Senior Technician, you will develop teaching resources to engage students, equip and keep the laboratories fully resourced and support our teachers to enthuse students

**Key Outcomes:**

* To provide appropriate support materials to meet the requirements of the Science Department and on occasions Food.
* To ensure that equipment, materials and other resources are available, as and when required by members of the Science Department.
* To ensure all resources are returned to storage, in fit condition, after use.
* To assist in the maintenance of laboratories, equipment and other resources, to ensure they remain in good working order and to carry out routine checks of basic laboratory supplies in line with department policy.
* To maintain familiarity and deployment of relevant safety legislation and guidelines.
* To liaise with individual members of the science department regarding the viability of requisitions and the availability of resources facilitating informed alterations where necessary.
* To advise staff on the operation of specialist equipment if required.
* To assist with, or perform, the pre-testing of practical exercises.
* To maintain records of stocks, orders etc., and to process approved orders.
* To assist with the copying of materials and delivery of cover work to the appropriate teacher when colleagues are absent.
* To assist the science team when required within the boundaries of capability.

**Duties and responsibilities:**

* To assist in the carrying out of health & safety audits on the laboratories and the services and safety equipment therein.
* To construct simple apparatus and to effect minor repairs.
* To maintain all equipment/glassware in a clean and safe state free from chemical contamination or damage.
* To monitor stocks of consumables and other equipment demands, to advise the Head Technician on purchases required and to prepare orders for signature and despatch.
* To help maintain the science department’s resources.
* To support the Department with the administration of cover work when colleagues are absent.
* To maintain a familiarity with departmental IT equipment and utilise basic IT skills for data entry.
* To set up equipment requested by staff for lessons and to clear away equipment after lessons.
* To liaise with caretakers on maintenance issues and advise the Head Technician on matters requiring attention and the action taken.
* To carry out other duties as negotiated from time to time by the Head Technician.

**Organisation:**

* To comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and report all concerns to the appropriate person.
* To be aware of and support difference and ensure equal opportunities for all.
* To contribute to the development and implementation of the overall ethos/work/aims of the academy.
* To develop positive relationships and communicate with other agencies/professionals.
* To develop constructive relationships and liaison between managers/teaching staff and associate staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

**SCIENCE TECHNICIAN**

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Qualifications** | Educated to high standard. | Educated to A-level or equivalent in a science related subject. | Application |
| **Experience** |  | Previous experience as a Biology or Chemistry Science Lab Technician. | Application |
|  |  | Experience of working within an education setting. | Application |
| **Professional**  **Development** | Commitment to continuing personal and professional development. | Evidence of recent CPD. | Application |
| **Knowledge &**  **Understanding** | Excellent organisational skills.  An analytical and problem solving ability.  A high standard of accuracy and attention to detail.  Ability to multi-task, prioritising workloads to work to tight deadlines.  Ability to work independently or in a team.  Clear communication skills – oral and written.  Consultation and negotiation skills.  An awareness of Health and Safety Regulations, including COSHH. |  | Application  Interview |
| **Personal Attributes** | Flexibility to cope with diverse needs of the post.  Resilience to work under pressure.  Positive, personable and optimistic.  Team player, hardworking, flexible, able to prioritise and work on own initiative.  Good communication skills.  Attention to detail. |  | Application |