

## Senior Science Technician

Reporting to:	Head of Science (day to day tasks and activities) Premises and Services Manager (performance management)
Direct Reports:	None
Level:	PCD5 - £25989 full time equivalent
Contract:	Zero hours but anticipating 266 hours annually, averaging 7 hours per week term time only.
Pay:	Approx £4200 per year for an average of 7 hours per week term time only, including holiday pay.

### Job Purpose and Responsibilities

Under the instruction and guidance of senior staff and teachers, provide specialist support in Science related to the provision, preparation and maintenance of resources and support to staff and students. Provide support across both schools as required.

### Key Deliverables and Accountabilities

#### • General

- Using specialist skills, training and experience, support students in practical learning activities under the guidance of the teacher
- Prepare materials and resources for classes in a timely manner, providing accurate design, preparation and use of specialist equipment, resources and materials as directed by staff
- Create and maintain a purposeful, orderly and productive working environment which is healthy and safe
- Provide technical advice and support on health and safety issues to teaching and support staff
- Identify and report any health and safety concerns to line manager and teacher
- Maintain records relevant to the Science department and under the direction of line manager
- Manage stock and supplies for Science department, cataloguing as required
- Maintain specialist technical equipment, checking for quality and safety, undertaking repairs and modifications as required and reporting damage in accordance with school policy
- Demonstrate and assist others in the safe and effective use of specialist equipment and materials
- Maintain a current knowledge of health and safety requirements, including attending courses as required
- Carry out risk assessment for technician activities
- Carry out risk assessments for lesson activities in collaboration with the line manager / teacher
- Obtain materials by local purchase and under the direction of line manager / teacher
- Undertake clerical and administration tasks as directed by line manager
- Assist in the development of lesson / work plans and administration of coursework and required practicals including specialist technical advice in the development of schemes of work
- Contribute to the planning, development and organisation of systems, procedures and policies
- Be aware of and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality, reporting all concerns to line manager
- Be aware of and support difference; endeavour to ensure all students have equal access to opportunities to learn and develop skills and knowledge
- Contribute to the overall ethos, values, work and aims of the school
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities and in performance management as required
- During school holidays and where capacity allows, support general school maintenance activities as required by line manager

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training / Competencies</b>	<p>Relevant NVQ3 or equivalent in relevant discipline</p> <p>Good numeracy and literacy skills</p>	<p>Wiling to undertake further training as required to develop skills and competency</p>
<b>Relevant experience and knowledge</b>	<p>Providing general scientific / technical resource support</p> <p>Experience of using specialist chemicals and equipment in a safe manner</p> <p>Knowledge of relevant policies / codes of practice and awareness of relevant legislation</p> <p>Experience of assuring health and safety in relevant activities</p>	
<b>Skills</b>	<p>Knowledge of intermediate / advanced practical skills and techniques relating to subject areas</p> <p>Ability to use specialist materials, chemicals and equipment to a high level of competence</p> <p>Ability to relate well to both children and adults</p> <p>Ability to identify own training and development needs and cooperate with means to address these</p>	