



Post Title: Senior Science Technician

Every moment in a child's education matters.

Salary:

Line Manager: Assistant Headteacher Science

Supervisory Responsibilities: Science Technician

Job Description

Core purpose:

- Ensure that staff and students receive appropriate and timely resources for delivery of the schemes of learning and to meet the science team curriculum.
- Provide full technician support in a specific curriculum/resource area, particularly in the preparation and maintenance of resources and support to staff and students
- Assisting as a member of the classroom team in the supervision of pupils during practical learning opportunities, students on work experience, trainees and voluntary helpers with whom the post holder is working
- Supervise, train and appraise the science technician team and allocate their workload.
- Work under the instruction/guidance of teaching/senior staff
- Directly responsible to the Achievement and Standards Leader/Head of Faculty

Specific Responsibilities

Technical

- Carrying out risk assessments for technician activities
- Be responsible for the maintenance, quality and safety of specialist equipment and liaising with outside agencies as necessary. Advising staff of any changes to technical guidance including safety aspects
- Providing technical support to experienced and trainee teachers including health and safety guidance
- Keeping up to date with developments and health and safety requirements in practical science and technology
- Carrying out health and safety checks on laboratories, prep rooms and stores
- Maintain records as requested
- Maintain records of departmental income and expenditure in accordance with school policy.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes
- Responsible for the management of stock levels and regular audit of resources.
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

Preparation and Maintenance

- Responsible for the creation and maintenance of a purposeful, orderly and productive working environment which is healthy and safe and to take appropriate action on all health and safety concerns in accordance with school policy.
- Carrying out and arranging for maintenance and repair of resources
- Constructing and modifying apparatus
- Stock taking and organising the storing of chemicals, food resources and equipment
- Disposing of waste materials in accordance with H&S guidelines.

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- advise teaching and technical staff on statutory Health and Safety guidelines.
- Collecting apparatus and supplies from storage; returning apparatus, etc. and supplies to storage as soon as practicable
- Preparing necessary resources
- Preparing practical activities, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Liaising with staff over use of equipment and stock
- Promote and encourage the health and safety of students.
- Place and follow up on orders, check deliveries and invoices and maintain departmental records of income and expenditure.

General Duties

- To make decisions using initiative where appropriate within established working practices and procedures.
- The post holder will be expected to use good common sense and initiative in all matters relating to:
 - the conduct and behaviour of individuals, groups of students and whole classes
 - the correct use and care of materials by individual and small groups of students
 - the safety, mobility (if required) and hygiene and well-being of the students
- To maintain the confidential nature of information relating to the school, its students, parents and carers
- Support students in accessing learning activities under the guidance of the teacher
- Provide feedback to students in relation to progress and achievement
- Ensure the health and safety and good behaviour of students at all times
- Provide clerical/admin support
- Administer routine tests and invigilate assessments to cover changes to exams (in particular practical food exams), monitor and manage stock and supplies, cataloguing as required
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Exceed Equality and Diversity policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

CPD

Maximise opportunities for personal development by:

- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual self reflection and Performance Management procedures, identifying and requesting INSET opportunities as necessary
- participating in collaborative work and the sharing of best practice

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This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A level / NVQ Level 3 in science (or able to demonstrate equivalent experience) • Experience in science technical support • Excellent numeracy and literacy skills • Computer literate 	<ul style="list-style-type: none"> • A Level in Physics or Chemistry • Science related degree • Competent in the use of spread sheets and data logging
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of physical sciences in a working environment. • Experience as a Science Technician in a learning environment such as a school or college. 	<ul style="list-style-type: none"> • Experience of staff supervision
Professional Knowledge	<ul style="list-style-type: none"> • Confident in the use of specialist science equipment • Up to date knowledge of health & safety • Knowledge of CLEAPSS guidance 	<ul style="list-style-type: none"> • Working knowledge of the national curriculum in science
Professional skills	<ul style="list-style-type: none"> • Ability to organise, guide and motivate a team • Ability to work well under pressure • Ability to manage time effectively • Ability to relate well to children and adults 	<ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to design and make equipment to meet curriculum requirements
Personal Skills	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Self-motivated and forward • thinking with the ability to tackle challenges in a constructive way • Good communication skills and confidence to work with colleagues and students 	

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