



PLASHET SCHOOL

COMMUNITY, EQUALITY, ACHIEVEMENT

Senior Science Technician Job Description

Role: Senior Science Technician

Hours: 36 hours per week, Term time + 3 weeks

Grade: Scale 6 Point 18 (£25,539)

Line Manager: Science Subject Leader

Disclosure level: Enhanced

Contract: Permanent

Purpose of Job:

To supervise, coordinate and be able to take responsibility for the work of our Science Technical Team, in covering the preparation of practical classes and resources for biology, chemistry and physics as well as a number of clubs that run during lunch times. A flexible approach to duties is essential, late and early working may be required on occasions to fit in with specific events e.g. the national science week celebrations.

Duties and Responsibilities:

- Maintenance of stock levels of equipment in all Laboratories and preparation rooms.
- Make purchase of supplies and for use in lessons, as and when required.
- Maintain an accurate inventory of all apparatus and equipment. Monitor and control an efficient stock control system and associated records of the department.
- Receive and check deliveries and associated invoices informing the appropriate person for discrepancies.
- Maintaining records of textbooks and other resources on loan to staff and students.
- Provide appropriate care of plants kept for Science educational purposes.
- Preparing apparatus, materials, solutions and setting up/checking equipment and apparatus for use in practical classes as well as setting up demonstrations and delivering these when requested, ready for use by class teachers. This may include laptops or any ICT resources used in class teaching.
- Printing of resources for lessons.
- Preparation of exam papers for classes with guidance by teachers.
- Liaising with curriculum leaders over use of equipment and stock.
- Arranging for apparatus/equipment including worksheets, books, hazard information and audio-visuals to be available in rooms or lessons.
- When required, assist teaching staff and students, including beginner teachers, in lessons, as and when required e.g. assisting to trial experiments before they are done by students in the classroom.
- When required give advice and guidance to teaching staff, as appropriate, on scientific equipment and procedures needed for lessons i.e. advice on best experimental approach and safety recommendations.

- Under the guidance of a teacher, support individuals or groups of students during practical aspects of the curriculum.
- Contribute to the development and implementation of new courses in close liaison with the Subject Leader.
- Attending, participating and representing technicians in external network meetings and training events.
- Setting up computers for use with data collection equipment.
- Use of ICT to reorganise stock control and departmental administration.
- Assisting with collection and cataloguing of sundry worksheets, books, audio visual aids and materials electronically.
- Retrieving and clearing away apparatus etc.
- Basic construction and modification of apparatus.
- General maintenance (including cleaning) of apparatus and equipment.
- Basic maintenance of general laboratory services and facilities. To include cleaning sinks chemicals on bench tops and spillages of chemicals on floor.
- Other appropriate duties as requested by the Subject Leader for Science or Leadership Team. This may involve work in any area of the department and on any site of the school.

Health and Safety

- Maintain up to date knowledge and understanding of Health and safety regulations as well as new developments in legislation and complete safety audits as directed on science equipment and laboratory facilities.
- Participation in the maintenance of satisfactory standards of safety and security in relation to the technician service to the Science Department, in accordance with the School policies.
- Advising the curriculum leader of any problems including safety aspects.
- Work closely with the school's Radiation Protection Officer and the Radiation Protection Advisor to ensure the safe storage and use of radioactive materials.
- Undertake routine maintenance, safety checks, cleaning of laboratory equipment, carrying out or organising repairs for faulty equipment and other identified faults as necessary.
- Ensure that regular checks of equipment and chemicals e.g. fume cupboards; electrical equipment, hazardous chemicals and radioactive materials are carried out by an authorised agency and keep records of these checks.
- Safe storage and/or disposal of apparatus, materials, chemical, biological and radioactive waste materials in accordance with school procedures and legal requirements/regulations, reporting to the relevant source of any deterioration and defects in equipment, materials and supply of services (electrical/gas/water).
- Assist in the promotion and observance of a safe working environment, including contributing to writing and reviewing risk assessments. Then distributing these to students and teachers as needed.
- Ensure all chemicals have COSHH/CLEAPS records and that the store remains locked at all times when not in use.
- Keep a record of and report all accidents, incidents and dangerous occurrences to the Subject Leader and appropriate staff.
- Leading on Health and Safety checks.
- To be/become a trained first aider.

Professional Standards

- To build and maintain successful relationships with students and staff treating them consistently, with respect and consideration, and show concern for their development.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the students at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.

- To improve your own practice, including through observation, evaluation and discussion with colleagues.

Generic Responsibilities

- To perform other duties, including covering the essential work of absent administrative colleagues, commensurate with the grading of the post, as directed by the Line Manager.
- Be flexible in working according to the needs of the school. This may include assisting in other areas and occasional other events with appropriate overtime pay.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform other such duties of a similar nature as from time to time may be required by the Head Teacher.
- Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the child protection and safeguarding policy.
- Support the aims and ethos of the school.
- Promote and model good relationships with students, colleagues, parents/carers and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Training and Development

The school has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Health and Safety

The postholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances.

Equality and Diversity

We are committed to, and champion, equality and diversity in all aspects of employment with the school and the London Borough of Newham. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies, Plashet EDI Policy and Staff Code of Conduct.

Safeguarding

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection & safeguarding policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Designated Safeguarding Lead and Safeguarding team to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a postholder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation.

I have read, understood and accepted the above job description.

Postholder's signature:

Date:

Headteacher's signature:

Date:



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Senior Science Technician Person Specification

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are a short listing by the selection panel & an interview by selection panel.

Factor	Requirement
Education, Training & Qualification	<ul style="list-style-type: none">● GCSE/Level 2 qualifications including Grade C/Grade 5 in English and Mathematics.● A Levels in Science subjects.● A degree in a Science subject.● Professional qualifications where appropriate.
Experience	<ul style="list-style-type: none">● Experience of 2 years of more working in a secondary school environment or● Experience of working in industry for example scientific research.● Knowledge and understanding of health and safety procedures for the safe handling of science material and equipment.● Ability to prepare chemicals, materials and equipment for lessons.● COSHH Training/certification.
Skills, Knowledge & Understanding	<ul style="list-style-type: none">● A responsible and conscientious approach to Health & Safety.● High level team working skills.● The ability to show initiative.● High level planning and organisational skills.● High level interpersonal communications skills, with the ability to lead, manage and motivate staff.● Confidence, assertiveness and enthusiasm.● The ability to reflect and willingness to undertake continuous professional development in discipline or area of specialism.● Knowledge of how to use ICT to advance students' learning, and proficiency in using common ICT tools for your own and students' benefit; including ICT for scientific experiments/data collection.● To be aware of the statutory frameworks relevant to your role.● Have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement.
Commitment to & understanding of:	<ul style="list-style-type: none">● Equal Opportunities practice including the school's and Local Authority's policy of inclusive education.● Keeping Children Safe in Education national guidance and the school's Child Protection & Safeguarding policy.● An Enhanced DBS disclosure.● Knowledge of relevant codes of practice.

