



**Affinity**  
Learning Partnership

## **Job Description and Person Specification**

Post title:	Senior Science Technician
Accountable to:	
Grade:	DFT 3 (lead onsite)/DFT 4 (no lead onsite)
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

To work under the guidance of senior staff to provide a technical support service to the Science curriculum area.

## KEY ACCOUNTABILITIES:

### SUPPORT TO THE CLASSROOM AND STUDENTS

- Provision of support services to the teaching staff in organising requirements for their work.
- Preparation of materials to exact specification from stock as directed and clearing away equipment.
- Set up and try out experiments before practical lessons, assessments and examinations to ensure they work.
- Assistance to teaching staff with demonstration and practical lessons.
- Oversight of specialised teaching areas, stores and/or preparation rooms and arrangements for maintenance and repair services to equipment and working surfaces.
- Manage the science technicians locally, handling all of their escalations and providing technical advice and direction, when necessary.
- Assisting in the maintenance of safety standards.
- Routine maintenance of any specialist equipment.
- Provide support to students to achieve learning goals.
- Deputise for the Lead Science Technician when required.
- Co-ordinate on a daily and weekly basis the preparation and distribution of apparatus to the laboratories as requested by the teaching staff.
- Help with the organisation of Science Faculty educational visits.

### ADMINISTRATION

- Assist with monitoring the Faculty budget.
- Liaise with technical and teaching staff regarding any problems in the ordering of apparatus.
- Lead teaching staff with regard to the practical equipment required to support the curriculum.
- Support ECTs when ordering and conducting practical activity/experiments.
- Assist in the annual audit of stock.
- Have an overview of stationery and stock and assist in maintaining supplies.
- Receive and log new stock and equipment.

### RESOURCES

- Assist with development of resources.
- Prepare and make teaching aids as required working on your own initiative.
- Design and construction of apparatus.

### HEALTH, SAFETY AND SECURITY

- Deputise as Health and Safety representative for the Science Faculty and attend Health and Safety meetings as required.
- Deal with Health and Safety incidents in classes, including breakages and spillages of chemicals.

- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.
- To be responsible for the safe storage of chemicals, and apparatus in accordance with the agreed safety procedures
- To undertake first aid responsibilities for students.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: SENIOR SCIENCE TECHNICIAN

Education & Qualifications	Essential	Desirable
NVQ 3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&G Advanced Science Technician, or appropriate equivalent qualification or experience.	✓	
Experience		
Experience in a related discipline.	✓	
Supervisory experience.	✓	
Knowledge & Skills		
An excellent standard of practical knowledge.	✓	
A working knowledge of relevant equipment.	✓	
Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these.	✓	
Ability to organise, lead and motivate other staff.	✓	
Good communication/interpersonal skills.	✓	
Ability to relate well to children and to adults.	✓	
Good organising, planning and prioritising skills.	✓	
Methodical with a good attention to detail.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	

Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
<b>Commitment</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
<b>Other</b>		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	