



The Fernwood School

High Achievement with Care & Discipline for All

Senior Science Technician

Job Description and Person Specification



Responsible To: Head of Faculty

Job Purpose

Under the direction of the Head of Science or other appropriate supervisor, and in accordance with the practices and procedures of the school, the Senior Science Technician would be expected to organise, deliver and develop technical services to ensure that a safe, effective and efficient laboratory technical service is provided for the use of pupils and teaching staff, including where applicable, the provision of technical advice and assistance in the classroom. The Senior Science Technician will supervise other Science Technicians, giving advice, setting standards, and ensuring that these are maintained.

Principal Duties and Responsibilities

- To prepare and make teaching aids and demonstration models for use in the teaching areas, including all aspects of any new scheme of learning
- To prepare and set up equipment and materials ready for its use in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory
- To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions
- To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained and in good condition and readily available for issue
- To monitor levels of stock on Lablogger and re-order stock as appropriate
- To assist in compiling inventories of equipment and materials as required regarding COSHH regulations
- To assist teaching staff with the general running of practical work sessions and in departmental admin (such as data entry) in a non-teaching capacity
- To keep up to date with curriculum developments within the areas of the postholder's responsibility
- To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation and keep records of checks carried out by all faculty staff.
- To clean and make safe spills, breakages and related incidents that require careful handling
- To ensure all laboratories are clear at the end of the school day and are prepared for the start of the next day



- To ensure that appropriate records are kept of ordering of equipment, stationery and books when required
- To provide supervision and guidance of Science Technicians throughout the department in order to provide an effective service to teaching staff
- To provide advice and guidance to other Science Technicians within the department
- Monitoring the standards and quality of work of the technicians to ensure support is of a high standard
- Reporting any difficulties to the Head of Science, as appropriate

Support for the School

- Participate in training and development activities and programmes and attend and participate in meetings as required
- Hold or complete a first aid qualification to be able to provide first aid when required
- Provide support at after school events as required
- Be aware of the Data Protection Act and other relevant legislation to ensure that confidentiality of records and information is maintained, and data is processed correctly
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as define

Person Specification for Senior Science Technician

| Training Experience and Qualifications | Essential | Desirable | Assessed |
|--|-----------|-----------|----------|
| A-Level or equivalent in science | X | | A C R |
| Degree in a scientific field | | X | A C |
| Health and Safety trained | X | | A I R |
| Safeguarding and KCSIE trained | X | | A C |
| First Aid trained | | X | A C |
| Professional Qualities | Essential | Desirable | Assessed |
| Organised with both time and resources | X | | I R |
| Proactive in seeking out and solving problems | X | | I R |
| Leadership skills in coordinating and supporting the Technician team | X | | I R |
| Evidence of a commitment to own professional development | X | | I R |
| Evidence of keeping up to date with educational thinking and knowledge specifically in relation to science | X | | I R |
| The drive to develop staff and help them realise their full potential | | X | A I R |
| Ability to work as part of a team and on own initiative | X | | A I R |
| Good interpersonal skills and the ability to motivate others | X | | A I R |
| Knowledge and Understanding | Essential | Desirable | Assessed |
| Current health and safety legislation | X | | A I T |
| Safeguarding processes and procedures | X | | A I T |
| Safe disposal techniques of waste materials | X | | I R T |
| Safety checks of scientific equipment e.g. microscopes or Bunsen tubes | X | | A I T |



| | | | |
|---|------------------|------------------|-----------------|
| Common lab procedures e.g. making up solutions, preparation of microscope slides, | | X | A I T |
| Cleaning and maintenance of prep areas and laboratories | | X | A I |
| Awareness and understanding of the KS3 and KS4 science curricula | X | | A I T |
| Confident in the use of ICT software such as Excel, Lablogger and online finance platforms | X | | A I T |
| Professional Skills and Abilities | Essential | Desirable | Assessed |
| Risk assessment of classroom and technician activities | X | | A I R |
| Management and leadership skills of the technician team | X | | A I R |
| Excellent communication skills both written and oral and the ability to communicate effectively with staff and students | X | | A I |
| Ability to prioritise and manage time effectively | X | | I R |
| Good planning and organisational skills and a flexible approach to the management of work | X | | I R |
| Numerate and well organised | X | | A I T |
| A team player with the ability to establish good working relationships with staff and pupils | X | | A I R |
| The ability to set clear expectations and parameter and to hold others to account | X | | A I R |
| Experience | Essential | Desirable | Assessed |
| Experience in leading a team or managing groups of people | X | | A R |
| Ability to manage workload effectively and coordinate the work of the Technician team. | X | | I R |
| Working with finance departments and suppliers on stock-taking, ordering, delivery and checking of science stocks | X | | A I |
| Running or supporting the delivery of staff development and training sessions | | X | A I |
| Supporting new and training teachers | | X | A I R |
| Accurate maintenance of records e.g. accident forms, stock levels, training etc | X | | A I |
| Commitment | Essential | Desirable | Assessed |
| Commitment to the school's ethos, values, and behaviour, expectations | X | | A I R |
| Willingness to contribute to wider school life, including events, clubs, and enrichment. | X | | A I |
| Dedication to ongoing CPD and staying current with educational best practice. | X | | A I R |

How criteria will be assessed:

- A Application form
- C Certificate
- I Interview
- T Test/Task
- P Presentation
- R References