



JOB DESCRIPTION

SENIOR SCIENCE TECHNICIAN

Job Title: Senior Science Technician

Salary: KSE

Responsible to: Head of Department

Contractual Hours: 37 hours (term time only plus 2 INSET days)

➤ **PURPOSE OF JOB:**

- **To lead technical support across Biology, Chemistry and Physics.**
- **To supervise, train and schedule the science technician team at NKS.**
- **To provide technical support and advice to staff and students in the Science department.**
- **To prepare tools, equipment and materials for lessons and displays.**
- **To oversee stock control, procuring equipment and safely disposing of hazardous waste.**
- **To support subject leaders across a range of health and safety duties.**

➤ **PERSON SPECIFICATION (Desirable):**

- Minimum qualification requirement: Level 3 science-based qualification, or a science-based degree.
- Experience of working as a Science Technician either at school or university level.
- Familiarity (or a willingness to become familiar with) English curricular GCSE and A' level practical exam requirements.
- Dynamic, professional, positive and resilient.
- High expectations of self, colleagues and students.
- Capacity for sustained hard work, both as an individual and as a member of a team.
- Strong organisational, interpersonal and communication skills – written, phone and in person.
- Self-motivated and can act independently on own initiative, as well as effectively in a team.
- Knowledge and experience of supporting students' academic and personal development.
- Passionate commitment to equality of opportunity for all students – particularly those in groups vulnerable to underachievement.
- Clear understanding of accountability and line management.
- Firm commitment to Continued Professional Development both for self and for colleagues.
- Understanding of and commitment to safeguarding all students.
- Ability to prioritise workload.
- Confident in the use of IT systems such as Office 365.
- Appropriate knowledge of First Aid and willingness to train.

➤ **DIMENSIONS:**

- Under the guidance of heads of subject to support the management of budgets for Physics, Biology and Chemistry departments.
- To directly line manage all other science technicians within the faculty.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

➤ **PRINCIPAL ACCOUNTABILITIES:**

- To line manage all other science technicians within the department and support their PDR and training needs
- To oversee the delivery and preparation of practicals across the Science Faculty
- Prepare, deliver and clear away practicals, liaising with teaching colleagues as required
- To adhere to safe working guidance in accordance with CLEAPPS and COSHH
- Organise and maintain sensible and manageable storage and distribution of equipment
- Maintain equipment in safe serviceable order by organising repair and fixing as required
- Assisting teaching staff with resources including demonstrations where appropriate
- Maintain a current inventory of equipment, chemicals and other resources
- Keep laboratories and prep rooms in safe working order and report issues to the site team immediately
- Be responsible for the care of plants and animals in the department
- Safe disposal of hazardous materials in line with health and safety requirements to include liaising with external companies about the safe removal of hazardous waste
- Ensure that appropriate stock levels are maintained
- Placing and following up orders and deliveries with school finance and external suppliers
- Making local purchases for the department and keeping appropriate records
- Distribution of teacher cover work where appropriate
- Photocopy appropriate resources or organise with reprographics
- Coordinate distribution and organisation of textbooks and exercise books
- Carry out weekly and termly checks of laboratories and maintain a safe learning environment for students
- Assist the class teachers with trialling, constructing and developing class practicals
- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practise, liaising with school leaders and identifying relevant professional development to improv personal effectiveness
- Assisting teachers and first aid staff in emergencies
- Safe shutdown of prep rooms and laboratories
- Liaising with site staff to carry out the above responsibilities
- To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

➤ **SCOPE FOR IMPACT:**

- Ensuring high quality practical experiences for students in Science, underpinning outstanding outcomes.
- To be available to students to provide assistance with equipment and materials, to enable the completion of work.
- To lead a team of Science Technicians that provide excellent support for staff and students within the Science Faculty.

➤ **JOB CONTEXT:**

Work closely with: Head of Science, Heads of Subject, Science staff and other Science Technicians.

The post holder must work on their own initiative, often to tight deadlines, with minimal supervision.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: Date:
Job Title

Agreed By: Date:
Headteacher