

## Job Description

### Post title: Senior Science Technician

<b>Grade:</b>	Rutland NJC Grade 5 (12-17)
<b>Salary:</b>	In line with national support staff pay scales
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Headteacher in all cases.</li> <li>• Head of Science</li> <li>• The postholder is expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum.</li> </ul>
<b>Contract Type:</b>	<ul style="list-style-type: none"> <li>• Full Time, Permanent</li> </ul>
<b>Line Managing:</b>	<ul style="list-style-type: none"> <li>• Science Technicians</li> </ul>

## Trust Values

### **Inclusion:** *Include, value and respect each other*

We create a community that is welcoming and inclusive to all.

We increase the presence, participation, and achievement of all.

### **Sustainability:** *Act and think about the sustainability of all our actions*

We make decisions based on long term impacts rather than short term gains.

We take actions to reduce the impact on our environment and raise awareness with adults and pupils.

### **Partnership:** *A willingness and a desire to work effectively with others*

We learn from organisations outside of our setting to improve our practice.

We create impact which is not possible by working in isolation.

### **Integrity:** *Demonstrate sound tomorrow and ethical principles*

We do the right thing, even when circumstances might be difficult.

We ensure our actions are consistent with our words.

### **Respect:** *Treat everyone with respect and fairness*

We are thoughtful of others and act with kindness.

We promote diversity of thought, ideas and people.

### **Excellence:** *Strive for excellence in all we do*

We focus on what matters to deliver ambitious outcomes for all.

We create a culture of continuous learning and innovation to drive improvements.

## School Values

At Uppingham Community College, the core values of **Kindness**, **Honesty** and **Respect** form the cornerstone of our school culture. It is therefore paramount for all colleagues at UCC to model these at every opportunity so that we create the conditions where everyone can thrive in their learning, development and achievement.

### Job Purpose

- To lead the science technicians to provide technical support to the Science Department.
- To provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- To uphold the values and ethos of UCC, ensuring students feel safe, supported, and valued.
- To support the UCC vision 'Everyone at UCC thrives'

### Specific Responsibilities

- Co-ordinate the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with other areas of the school (including SEN, Exams, Finance, HR, IT, DT, PE) and outside organisations (STEM, IOP, Suppliers and Reps).
- To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support team by:
  - actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources.
  - keeping up to date with current procedures and practices through continuing professional development.
  - the provision of technical advice on health & safety issues to teachers and technicians support staff.
  - the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
  - the healthy & safe storage and accessibility of equipment and materials.
- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.
- To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
  - Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.
  - Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.
  - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

### Safeguarding & Equality

- Adhere to the school's safeguarding and child protection policies to ensure student welfare.
- Promote inclusivity and equal opportunities for all students in your care.
- Work in line with statutory safeguarding guidance as laid out in KCSIE.

### Influencing and Managing Relationships

- Hold all colleagues that you line manage at UCC to account for their performance in line with their job descriptions.

- Line manage the Personal Improvement Planning (appraisal) process for those you line manage, setting ambitious targets and encouraging continuing professional development (school improvement focus).
- Nurture robust, open and effective relationships with all colleagues at UCC.

*As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. The post-holder is expected to observe and comply with all UCC's policies and regulations, for example, safeguarding, health and safety, EVC, data protection etc.*