

Job Description:

Science Technician / Senior Science Technician / Science Team Leader

Job title: Science Technician
Accountable to: Senior Science Technician

Job Title: Senior Science Technician
Accountable to: Science Team Leader

Job Title: Science Team Leader
Accountable to: Science Programme Lead

See additional sheet for each role

Vision, values & context

Our vision is:

"Learning Schools Trust will operate outstanding schools in which every student, through personalised learning and clear goals will stretch their boundaries and learn more than they thought possible"

Our approach to education is based on four core values:

- All people are different
- Clear requirements and challenging goals
- Education is for life
- Life is what I make it

EWS

The Elizabeth Woodville is a Learning Schools Trust academy and is committed to a personalised education for every student. It will be the responsibility of the post holder to work with staff, parents and other agencies to ensure that every one of our students receives the best possible educational opportunities compensating for any difficulties faced by the students during their time with us. We regard any kind of exclusion as a failure on our part.

All staff have a responsibility to contribute to an ethos that sets high expectations of staff and students to ensure every child achieves more than they thought possible.

Main Responsibilities

Core Activities as outlined by CLEAPSS in the G228 Manual revised in 2009.

- Making up solutions.
- Assembling apparatus.
- Delivering equipment to rooms.
- Collecting, checking and returning equipment to stores.
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.
- Constructing and modifying apparatus.
- General laboratory cleaning (bench surfaces and fixed equipment).
- Cleaning laboratory sinks, emptying / supervising the emptying of sink traps.
- Organising and storing chemicals and equipment.
- Stocktaking chemicals and/or equipment.
- Obtaining materials by local purchase.
- Disposing of waste materials.
- Caring for plants and/or animals.
- Trialling practical activities.
- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health & safety guidance.
- Providing technical support to students / pupils including health & safety guidance.
- Assisting in practical classes.
- Carrying out demonstrations.
- Keeping up to date with developments in practical science.
- Keeping up to date with health & safety requirements.
- Carrying out health & safety checks on laboratories, prep rooms and stores.
- Carrying out safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Carrying out any other reasonable request from the Team-Leader Technician
- Contribute to the overall aims and ethos of the school
- Initiate, build and maintain good working relationships with staff, students, parents and other school users

Additional activities of the Senior Science Technician & Science Team Leader

- Placing orders; checking deliveries and invoices.
- Keeping financial records.
- Managing, monitoring performance and supervising other technicians.
- Training and arranging for the training of colleagues.
- Organising the technical support to the science department.
- Liaising with senior management and other departments.

This job description is not a comprehensive definition of the post. It will be reviewed annually, but may be subject to modification or amendment at any time after consultation with the postholder.

Additional activities of the Science Team Leader

- Separate Job Description for additional responsibilities

Person Specification

Knowledge, Skills and abilities

Essential

- Ability to communicate effectively with children/young people and adults
- A willingness to broaden and develop skills through training and experience
- Ability to use common software packages at a basic level
- Ability to organise and prioritise workload
- Ability to work as part of a team

The academy is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Technician

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
Under the (overall) control of the team-leader / senior technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	Preparation of resources, assembling apparatus. Obtaining materials by local purchase. Giving technical advice to teachers, technicians and pupils / students. Carrying out risk assessments for technician activities. Assisting in practical classes & carrying out demonstrations.	Daily Weekly Daily Daily Weekly
To ensure the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> Actively contributing to 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 and support on health & safety issues to teaching and trainee technical staff; the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials. 	Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.) Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending department meetings.	As required Daily As required As required As required Monthly
To assist the team-leader / senior technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved.	Organising and supervising trainee technicians as required.	Daily
To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	Constructing & modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating waste.	As required Daily As required
To support the team-leader / senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.	Checking stock, ordering. Keeping stock records. Maintaining resources.	As required Annually As required
Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	Collecting, checking and returning equipment to stores. General laboratory cleaning of bench surfaces and fixed equipment. Cleaning and repair of equipment.	Daily Weekly Monthly

Senior technician (who is a deputy for a team-leader technician)

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
Under the (overall) control of the team-leader technician, to coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	Preparation of resources, assembling apparatus.	Daily
	Obtaining materials by local purchase.	Weekly
	Giving technical advice to teachers, technicians and pupils / students.	Daily
	Carrying out risk assessments for technician activities.	Daily
	Assisting in practical classes & carrying out demonstrations.	Weekly
To ensure and promote the maintenance of a healthy & safe working environment through: <ul style="list-style-type: none"> actively contributing to 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 and support on health & safety issues to teaching and technical staff; the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials. 	Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications etc.) Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical & other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment. Attending department meetings.	As required Daily As required As required As required Monthly
To assist the team-leader with the day-to-day organisation and development of technical staff to ensure that essential performance standards are achieved. (Where there is no team-leader technician, to take a lead role in this.)	Organising and supervising trainee technicians as required. Training and arranging for training of technical staff as required.	Daily As required
To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.	Designing, constructing and modifying apparatus. Setting up and caring for plant and animal collections. Preparing standard solutions etc, purifying chemicals, treating waste.	As required Daily As required
To support the team-leader technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.	Checking stock, ordering. Keeping stock records. Maintaining resources.	As required Annually As required
Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	Collecting, checking and returning equipment to stores. General laboratory cleaning of bench surfaces and fixed equipment. General cleaning and repair of equipment.	Daily Weekly Monthly
To deputise for the team-leader technician and take a lead role in a specialist or subject area as required.	Taking a lead role in a subject area. Assisting with organising the technicians and monitoring performance.	Daily As required

Team-leader technician (or the most senior in departments of 3 technicians or less)

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
<p>To be responsible to the head of science in coordinating 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 all areas of the school and outside organisations.</p>	<p>Organising the technical support team to the science department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.</p> <p>Giving technical advice to teachers, technicians and pupils / students.</p> <p>Carrying out risk assessments for technician activities.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>
<p>To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service by:</p> <ul style="list-style-type: none"> • 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 technical 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. 	<p>Ensuring the technician team keeps up to date with health & safety requirements and developments in practical science by ensuring that relevant literature is available and arranging for technicians to attend courses.</p> <p>Giving health & safety advice to technical staff, teachers and students.</p> <p>Disposal of waste materials.</p> <p>Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc.</p> <p>Organising, storing and checking the condition of chemicals and equipment.</p> <p>Attending department meetings.</p>	<p>As required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Monthly</p>
<p>To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.</p>	<p>Managing, monitoring performance and supervising colleagues.</p>	<p>Daily</p>
<p>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.</p>	<p>Designing, constructing and modifying apparatus.</p> <p>Setting up and caring for plant and animal collections.</p> <p>Preparing standard solutions, etc, purifying chemicals, treating waste.</p>	<p>As required</p> <p>Daily</p> <p>As required</p>
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> • 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. 	<p>Maintaining resources.</p> <p>Keeping stock records.</p> <p>Ordering stock.</p> <p>Keeping financial records.</p>	<p>As required</p> <p>Annually</p> <p>As required</p> <p>Weekly</p>
<p>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.</p>	<p>Ensuring the department's resources are maintained to the required standards.</p>	<p>Weekly</p>