**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Smithdon High School** |
| **Job Title:** | **Lead Science Technician** |
| **Grade:** | **Scale E, Point 18 – 21, (£9.78 - £10.65/hour)**  **(£18,870 - £20,541 per annum FTE, based on a 37 hour week)**  **Please note that the salary will be pro rata** |
| **Hours/weeks:** | **32 hours/week, 39 weeks per year (term time + 1)** |
| **Responsible to:** | **Head of Science** |
| **Working With:** | **Technician team comprising of 1 part time technician**  **Science teaching staff** |

**Purpose of the Job**

Responsible to the Head of Science in co-ordinating 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.

This will involve preparing, providing and maintaining resources required for safe and secure practical activities carried out by staff and students.

**Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Key responsibilities** | **Activities** | **Frequency** |
| Take a lead role 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. | Daily |
| Obtaining materials by local purchase. | As required |
| 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. | As required |
| **Key responsibilities** | **Activities** | **Frequency** |
| To ensure the maintenance of a healthy & safe working environment through:   * 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.) | As required |
| Giving health & safety advice to technical staff, teachers and students. | Daily |
| Disposal of waste materials. | As required |
| Checking fume cupboards, first-aid kits; carrying out electrical and other safety checks, etc. | As required |
| Organising, storing and checking the condition of chemicals and equipment. | As required |
| Attending department meetings. | As required |
| To take a lead in the design, development and maintenance of specialist resources and/or long-term projects. | Constructing & modifying apparatus. | As required |
| Setting up and caring for plant and animal collections. | As required |
| Preparing standard solutions, purifying chemicals, treating waste. | As required |
| To ensure 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. | As required |
| Keeping stock records. | Annually |
| Maintaining resources. | As required |
| **Key responsibilities** | **Activities** | **Frequency** |
| 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. | Daily |
| General laboratory cleaning of bench surfaces and fixed equipment. | Weekly |
| Cleaning and repair of equipment. | Monthly |

**Main tasks**

|  |
| --- |
| * To efficiently provide equipment for demonstration or practical lessons as requested by teaching staff as per departmental guidelines. * To be familiar with the storage of worksheets and practical instructions, both on paper and electronically, and be able to access and interpret them effectively. |
|  |
| * To ensure that equipment, materials and apparatus are removed from the laboratory after lessons and cleaned and stored ready for future use, or disposed of if appropriate. * To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance. |
| * To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities. * To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use. |
| * To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation. * To contribute to safe working practice in preparation/storage/teaching areas. |
|  |
| * To undertake general tasks according to the needs of the department, such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties and preparation of audio/visual materials as required by departmental teaching staff, etc. |
| * To test portable electrical appliances within the Science department as required, under the direction of the Site Manager. |
| * To undertake any other duties within the scope of the post, as required by the Head of Department or other appropriate supervisors. |

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl |
| Level 2 Maths | **🗸** |  | Appl |
| Level 2 Science | **🗸** |  | Appl |
| Level 3 Science |  | **🗸** | Appl |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working in a school/with young people aged 11-16 |  | **🗸** | Appl/Int/Ref |
| Successful experience of working in a busy environment | **🗸** |  | Appl/Int/Ref |
| Successful experience of meeting strict deadlines reliably | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ability to work quickly and calmly under pressure | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  | Appl/Int/Ref |
| Ability to maintain a cheerful and helpful disposition at all times | **🗸** |  | Appl/Int/Ref |
| Ability to prioritise tasks effectively | **🗸** |  | Appl/Int/Ref |
| Good team player | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference