

## FRED LONGWORTH HIGH SCHOOL

### JOB DESCRIPTION

<b>Post Title:</b>	Senior Science Technician
<b>Reporting To:</b>	Head of Faculty/Director of Business & Finance
<b>Working Time:</b>	37 hours per week, term time + 2 weeks
<b>Salary/Wage Grade:</b>	Grade 5 (£19,554 - £22,462) pro rata
<b>Disclosure Level:</b>	Enhanced
<b>Scope:</b>	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>

### MAIN DUTIES AND RESPONSIBILITIES

#### Lead Role

1. To be responsible for leading and coordinating the technical support within the faculty for teachers and students to meet the practical requirements of the Science curriculum.
2. To assist teaching staff in science lessons by carrying out practical demonstrations, supporting students with individual investigations, setting up apparatus and demonstrating technical skills in a safe manner.
3. To assess, and monitor Health & Safety procedures, keep up to date with current practices to provide a safe working environment, give advice to teachers, technicians and students, in line with the science faculty and school policies and carry out Risk Assessments for technician activities.
4. To be responsible for the testing and monitoring of equipment governed by legal requirements such as fume cupboards, pressure vessels and autoclaves and radioactive sources.
5. To take responsibility of the safe and efficient storage of chemicals according to regulations, equipment and resources in three preparation areas.
6. To be responsible for the maintenance of the computerised Science Inventory, appropriate to the demands of school auditors.
7. To maintain stock control and assist in generating orders in line with school policy.
8. To prepare chemical solutions, acids & alkalis, including hazardous substances. To control the use of microbiological agents and ensure the safe treatment of all used materials for disposal.
9. To design, construct and maintain specialist equipment and assemble apparatus, to the required standards for teacher and student use.
10. To be responsible for the checking, maintenance, calibration and repairs of all equipment and services in the laboratories.
11. To organise and maintain the filing systems for faculty worksheets and documents.

#### Staff development

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including use of new technology.

	<ul style="list-style-type: none"> <li>• To participate in the Staff Professional Review process.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the School.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help to implement School quality procedures and to adhere to these.</li> <li>• To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information and Administration:</b>	<ul style="list-style-type: none"> <li>• To develop and maintain recording systems, which enable the activities of the function, be monitored.</li> <li>• To provide relevant management information as and when required.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To maintain effective links throughout the School.</li> <li>• To communicate and consult with other staff and pupils.</li> <li>• To promote a positive service to both staff and pupils.</li> <li>• To communicate and co-operate with internal/external individuals and bodies as appropriate.</li> <li>• To follow agreed policies for communications within the School.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the development of effective relevant links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To be fully aware of the school Best Value Statement.</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils.</li> <li>• To advise management of resource needs as and when appropriate.</li> </ul>

### ***Other Specific Duties***

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

As an employee the science technician is expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavor to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.

**This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**

Date: April 2019

## PERSON SPECIFICATION

**JOB TITLE:** Senior Science Technician

**GRADE: 5 (£19,554 - £22,462)**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		5 GCSE's (or equivalent qualification) at grade C or above. Must include Maths, English & Science	Application Form
		A level /BTec/Level 3 qualification in a Science subject	Application Form
		Willingness and ability to obtain and/or enhance qualification and training for development in the post	Interview
Experience		Significant experience as a school Technician or	References
		Significant industrial technician experience	
Job Related Knowledge		Experience of working in a laboratory	Application Form
		Knowledge of biology, physics or chemistry	Interview/References
Skills and Aptitudes	Sense of humour Ability to prioritise and successfully complete a range of tasks, targets and deadlines	Well-developed numeracy, literacy and communication skills	Interview/References
		Methodical approach to tasks with a keen eye for detail	Interview/References
		Flexible approach to work	Interview/References
		Enthusiasm for the work and commitment to complete demanding tasks	Interview/References
		Ability to communicate effectively	Interview/References
		Ability to record information	Interview/References