



Job Title:	Senior Science Technician
Contract Information:	Term Time Only Permanent 37 hours per week, 8.00am to 4.00pm (30-minute unpaid lunch daily) with an early finish on one day per week of 3.30pm. Overtime will be paid for up to 5 training days
Responsible to:	Head of Department
Responsible for:	Science Department Technical Staff
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade 3/4 Scale Point Range Points 5 - 11 Starting scale point is dependent on experience. Actual salary £16,341 - £18,402 subject to annual performance related pay.
Other:	1 months' notice period.

### Background & Vision:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of 'Aspiration', 'Integrity' and 'Respect'.

Newhouse Academy is part of the Hollingworth Learning Trust family.

### Values:

Our values are at the heart of what we do. These are:

**Aspiration** – Being ambitious and doing your best.

**Integrity** – Being honest and doing what is right.

**Respect** – Being considerate and thinking of others.

### Purpose of the Job:

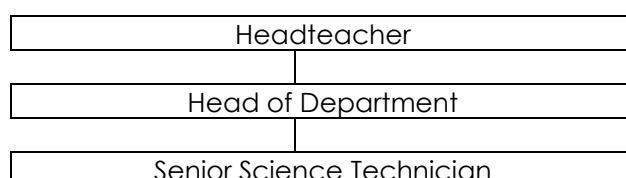
To organise, deliver and develop technical services to the Science Department.

To support teaching and other school support staff within the Science Department in order to facilitate high quality teaching and learning of students across a range of science subjects.

To develop the team of technical staff and ensure that they are provided with regular in-house continued professional development.

### ORGANISATIONAL CHART

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## CONTROL OF RESOURCES

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<b>Personnel:</b>	To manage the technical staff in the Science Department.
<b>Financial:</b>	To assist the Head of Department with the record keeping of the school's budget for purchase of Science Department consumables.

### **Relationships (internal and external):**

Internal:	<ol style="list-style-type: none"><li>1. Teaching and support staff within the school.</li><li>2. Stakeholders of the school.</li><li>3. Voluntary helpers.</li><li>4. Students.</li></ol>
External:	<ol style="list-style-type: none"><li>1. Parents/Carers.</li><li>2. Visitors to the School.</li></ol>

### **Health & Safety**

The post holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

### **Training & Development**

The post holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's performance management framework.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment / materials used by the post holder. To adhere to rules and regulations relating to the use of ICT, email and internet / intranet access. The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

## **KEY DUTIES AND RESPONSIBILITIES:**

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The post holder will contribute to the school's objectives in service delivery by:

- Providing technical advice and assistance to teachers, technicians and students including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills.
- Ensuring expenditure is in accordance with departmental policy and accurate financial records are maintained. Liaison with the Accounts Department as necessary. Ensuring appropriate systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the Department's needs.

### **Preparation Room and Maintenance**

- To effectively use the lesson preparation system in place for notification of practical and non-practical lesson requests, with appropriate notice periods and feedback to teachers on availability. To make changes to this, as and when required, and to always ensure that the technicians know what their responsibilities are in relation to this.
- Looking after the laboratory equipment and apparatus. To include routine maintenance, cleaning, safety checks and safe storage of equipment, tools and materials. To deal with any faults reported to you by the technician/teaching staff and liaise with the Health and Safety Technician when required.
- To maintain the stock-take of all resources for practical and non-practical lessons. Ordering stock and carrying out photocopying, as necessary, under the direction of the Head of Department, as required.
- To maintain classrooms and preparation rooms, ensuring that they are clean, tidy, well organised and equipment is stored safely. Reporting any room issues to the FM Helpdesk.

- To complete any necessary recording or cataloguing.
- To receive and check deliveries.
- To undertake necessary administrative tasks, photocopying or display work, as and when required.

### **Health and Safety**

- To ensure the safe storage and disposal of equipment, material, chemicals, perishables, liquids, flammables and waste materials in line with school procedure and relevant health and safety requirements, e.g. COSHH and CLEAPPS.
- To produce relevant risk assessments as necessary.

### **Support for the Curriculum**

- To support teaching staff in preparing for lessons by trialling practical experiments and assisting in classroom demonstration lessons as required.
- Identifying equipment needs in consultation with teaching staff and participating in the selection of new items when required. Advising on best-value suppliers.
- To deliver lesson equipment and resources in a timely manner to ensure a high standard of lesson delivery.
- To retrieve, clear and clean resources used by teaching staff and students from classrooms in a timely manner to ensure they are available to use again.
- Support students to access the curriculum in line with appropriate lesson plan / teacher direction.
- Help develop and prepare differentiated resources, as directed by the teacher / Head of Department.
- Assist students in the use of appropriate resources in accordance with the lesson plan.
- Ensuring that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information.

### **Management of Technicians**

- Participating in the recruitment, selection and induction process of technician staff, in consultation with the Head of Department.
- Identifying training and staff development needs. Monitoring and maintaining satisfactory professional standards of performance and conduct, including the annual appraisal of the team. Arranging and/or carrying out training on a rolling programme of CPD.
- Setting up and maintaining systems for the organisation, administration and co-ordination of the technicians to meet the needs of the teaching service in an efficient and effective manner. Allocating work and areas of responsibility to the technicians.
- Setting up and operating a system of local communication ensuring staff receive appropriate information issued, drawing attention to items of particular concern.

### **General Responsibilities:**

- The post holder must ensure, full commitment to the School/Trust vision, values and key priorities.
- The post holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.

- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development / improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development, as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To support with administrative duties as required.
- To always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.
- The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's Health and Safety Policy and the Health and Safety at Work Act, 1974.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post holder will work across the Trust and spend time at each of the Academies, when required.
- The post holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Newhouse Academy expect employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the school.**

#### **Information for all applicants / post holders:**

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

The successful candidate will have to meet the person specification and consent to an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date