



Imberhorne School

Role Profile

Job Details

Job Title:	Senior Science Technician
Salary/ Grade:	NJC Grade 6 Spine Points 9 - 12
Hours:	17.5 p.w TTO
Contract Type:	Permanent
Reporting to:	Leader of Learning for Science

Main purpose

The Senior Science technician will:

Work with teachers and technicians as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils in the Science department

Supervise the training and development of technical support staff working within the department, providing day to day support and direction.

In conjunction with the Leader of Learning for Science, ensure adherence to health & safety regulations within the department.

Duties and responsibilities

Operational

Specific areas of responsibility:

Supervision and Support

- To supervise the technical team, co-ordinating the workload so that it is fair and equitable with effective provision available to support the curriculum across the working week.
- Supervise the induction, training and development of technical support staff working within the department, providing day to day support and direction
- Ensure the science technicians in school maintain an efficient and safe preparation room that function efficiently to support the delivery of the science curriculum

Technical

- Provide technical support that meets the requirements of the Science curriculum.
- Work closely with the Leader of Learning for Science, co-ordinate the assessment, monitoring and review of health and safety procedures for the Science department,
- Adhere to CLEAPSS and all health and safety requirements, to include the general maintenance of equipment and arranging periodic servicing
- Ensure all apparatus, material and chemicals are clearly labelled and stored safely
- Prepare and clear away apparatus, equipment and materials for use in classrooms and laboratories ensuring safe disposal of waste.
- Construct and modify apparatus as necessary. Work with teachers and technicians to develop new apparatus and equipment for use in lessons.
- Maintain the security and appearance of all laboratories and work areas including the care and maintenance of services, stores, equipment, drainage systems, working surfaces, fume cupboards etc

Administrative

- To be responsible for the sourcing and ordering of equipment and resources as and when required.
- Maintain the departmental inventory, undertaking regular stock control checks.
- Undertake general administration tasks to aid in the smooth running of the department, supporting the Leader of Learning for Science.

General

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

Professional development

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

Other areas of responsibility

- The post holder may be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	<p>Equivalent of GCSE A-C in Maths and Science</p> <p>Experience of working in an education environment in a comparable capacity.</p> <p>Experience of handling multiple requests simultaneously and to tight deadlines</p> <p>Relevant work-related experience in Science.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Skills and Knowledge	<p>Knowledge of related health and safety requirements associated with the delivery of Science practical lessons and understanding of legislative requirements (CLEAPSS etc)</p> <p>The ability to confidently use a range of ICT software packages and systems, identifying and utilising those considered to be the most efficient and effective for individual work tasks.</p>	<p>Essential</p> <p>Essential</p>
Personal Qualities	<p>Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.</p> <p>Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.</p> <p>Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment</p> <p>Commitment to enhancing and developing skills and knowledge through CPD.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>