**JOB DESCRIPTION**

**Full time Senior Science Technician 34 weeks pa, 40 hrs pw**

**January 2020**

**Job Title: Full time Senior Science Technician**

This is a Monday-Friday role working during term-time only (34 weeks - all holidays to be taken outside of this period). The working day is 9 hours, to include an hour’s lunch break. The working day is flexible between 8 – 5.30.

**Reporting to: Head of Science**

**Department: Science**

**Responsible for: Science Technicians**

**Location: Seaford College, Lavington Park, Petworth, West Sussex GU28 0NB**

**Job Purpose:** To ensure effective provision of materials, equipment and other resources in Science lessons, in order to facilitate the provision of high quality educational experiences to students, thereby reflecting the policies, aims and values of Seaford College.

**MAIN DUTIES AND RESPONSIBILITIES**

**This Job Profile applies to all Science Technicians and reflects the policies established by the governors of Seaford College.**

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| **Key Accountabilities** | **Key Tasks** |
| 1. Accountable for the provision of effective technical support within the Science area.
 | 1. To prepare equipment and materials in line with the requests of designated teachers.
2. To deliver equipment to, and remove from, laboratories or other teaching rooms.
3. To inform the colleagues of any problems or queries; which may arise.
4. To photocopy as requested.
5. To file and maintain stocks of past papers.
6. Coordinate regular safety checks, internal and external inspections and any safety visits that are needed.
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| 1. Accountable for the provision of materials and equipment with the Science area.
 | 1. To ensure that equipment and materials are in good order after use and that they are then returned to their correct storage location.
2. To repair any breakages, or where it is not immediately possible, to report such breakages.
3. To maintain adequate supplies of stock solutions, glassware etc. in the main dispensary locations, replenishing as necessary.
4. To deliver class sets of textbooks to teaching rooms and disburse costs.
5. To maintain general orderliness in the laboratories and to check that services are functioning correctly on a regular basis, reporting any problems to the Head of Science.
6. Be responsible to the Head of Science in co-ordinating the use of and development of practical resources and facilities.
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| 1. Accountable for the provision of safe working conditions.
 | 1. To ensure a safe working environment in the prep rooms.
2. To take account of Health and Safety procedures when preparing and delivering preps and to carry out risk assessments where appropriate.
3. To refer to Safety Data Sheets, CLEAPSS information (Bulletins and Handbook) and to the HAZCARDS as necessary, drawing any safety issues to the attention of teaching staff.
4. To have overall responsibility for the promotion of a healthy and safe working environment for the science technicians.
5. Advise teaching staff on Health and Safety updates.
6. Actively lead and co-ordinate the assessment, monitoring and review of both health and safety procedures and information.
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| 1. Accountable for effective communication with the Science Technical Area.
 | 1. To liaise with colleagues over duplication of requests for materials and equipment.
2. To communicate with designated teachers, in particular to inform them in good time of any problems with preps (e.g. duplicate requests).
3. To participate in meetings of the Technical and Teaching Staff.
4. To lead regular meetings of the Science technician team.
5. To liaise regularly with the Heads of Science, Biology, Chemistry and Physics and the KS£ coordinator over equipment, procedures and budgets
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| 1. Accountable for participation in further training and professional development.
 | 1. To participate in arrangements for further training and help train co-workers as appropriate.
2. To participate in the Seaford College Performance Management programme as per whole school policy.
3. To oversee the induction, training and CPD of science technicians.
4. Manage, monitor and supervise the performance of the technicians
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**Personal Specification**

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| **Essential Criteria**  | **Desirable criteria** |
| * Some experience or qualification from a science-based environment would be an advantage (e.g. GCSE, A Level or Degree) but is not essential.
* The ability to use technical equipment with accuracy including the ability to maintain and calibrate technical equipment.
* An ability to prioritise your workload and remain calm and efficient under pressure.
* Excellent communication skills with the ability to liaise with staff, students, and outside agencies and to explain complex techniques to interested parties.
* A willingness to carry out all tasks as required with a cheerful and flexible ‘can do’ attitude, together with the willingness to learn.
* The ability to work well as part of a team and also on your own initiative.
* Excellent record keeping skills.
 | * A degree in a science-based subject.
* The ability to manage and lead a team .
* Experience in an educational setting.
* Familiarity with Health and Safety procedures and CLEAPPS
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| * The ability to learn specific, practical techniques and apply this knowledge to solve technical problems.
* Good hand and eye coordination and the ability to use technical equipment with accuracy.
* The ability to maintain and calibrate technical equipment.
* Time management skills in order to work on several different projects at the same time.
* Flexibility in order to work with and provide support for a number of people.
* Excellent oral communication skills in order to work effectively with colleagues from all parts of the organization and to explain complex techniques to interested parties.
* Experience in providing demonstrations.
* Experience in writing technical reports.
* Patience.
* Attention to detail.
 | Examples of experience in these areas |

**General**

* To promote the safeguarding and welfare of the pupils and young people as set out in the School’s safeguarding policy.
* To undertake such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonably requested
* To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably require.

**Teamwork**

* Be an active member of the team and the wider school in general with input into all appropriate meetings
* To engage and work in conjunction with team members, pupils, staff and associates of the college ensuring polite, respectful and professional manner at all times
* To maintain and improve on skills where required and CPD relevant to the role