

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1095	<b>Senior Science Technician</b>	Grade 5	407 NJC	April 2008

### Statement of Purpose

To work under the guidance of senior staff to provide a technical support service to the science department.

### Support to the Classroom

- To co-ordinate the preparation and distribution of apparatus to the laboratories as requested by teaching staff.
- Attend lessons and assist teaching staff with demonstration lessons and practicals when required.
- To set up and try out experiments before lessons, assessments and examinations to ensure that they work.

### Support for Administration

- Carry out the annual audit of stock.
- Have overview of stationery and stock and maintain supplies.
- Help with the organisation of faculty science trips.

### Support for Resources

- To liaise with technical and teaching staff regarding any problems in the ordering of apparatus.
- Operation of audio-visual equipment and arrangement for appropriate maintenance and servicing.
- Collect materials from school grounds and local suppliers.
- Prepare and make teaching aids as required.

### Support for Health Safety and Security

- To be responsible for the safe storage of chemicals and apparatus.
- To act as health and safety representative for the science curriculum area, and attend Health and Safety meetings as required.
- Deal with emergencies in classes, breakages and spillages of chemicals.
- Have knowledge of microbiological techniques – sterilisation and disposal of contaminated materials.
- Take care of plants and any animals within the area.
- Maintain and clean any scientific apparatus on an annual basis.
- Check materials and equipment before and after use by class for quantity and damage.

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**Support to School** (This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

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**Person Specification  
Senior Science Technician  
Level 3**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in a related discipline.</li> <li>• Supervisory experience.</li> </ul>	AF/I
<p><b>Qualifications/training</b></p> <ul style="list-style-type: none"> <li>• NVQ3 in Laboratory and Associated Technical Activities (LATA) Educational or NVQ3 Laboratory Technicians working in education or C&amp;G Advanced Science Technician, or appropriate equivalent qualification or experience.</li> </ul>	I
<p><b>Knowledge/skills</b></p> <ul style="list-style-type: none"> <li>• An excellent standard of practical knowledge.</li> <li>• A working knowledge of relevant equipment.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Good communication/interpersonal skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	AF/I

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<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"><li>• Customer focused.</li><li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li><li>• Open, honest and an active listener.</li><li>• Takes responsibility and accountability.</li><li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li><li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li><li>• Is committed to the provision and improvement of quality service provision.</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li></ul>	AF/I
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AF - Application form | - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***