

**DEPARTMENT: SCIENCE**

**DESIGNATION: SENIOR SCIENCE TECHNICIAN**

**RESPONSIBLE TO: STRATEGIC LEAD FOR PRACTICAL SCIENCE ACROSS THE TRUST**

**POST GRADE: LEVEL 6**

**NAME:**

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| **Main Purpose of the Post** |
| The Senior Technician responsible to the Strategic Lead for practical science is responsible for the effective delivery and management of science technical support and effective supervision of technician staff. Senior technicians are expected to hold the following qualification:  National diploma level 3 in applied science or equivalent vocational qualification. |
| **Core Responsibilities, Tasks and Duties** |
| 1. **Duties**  * Manage the preparation of materials to exact specification from stock as directed and clearing away equipment. This may include the support and maintenance of living organisms and care of animals and plants. To be carried out in accordance with CLEAPSS guidance. * Management of specialised teaching areas, stores and preparation rooms, and arrangements for maintenance and repair services. * Ordering, receiving and accounting for new stock and equipment. * Design and construction of apparatus. * Repair and maintenance of science equipment. * Maintenance of stock breakage records and user manuals. * Assisting in the maintenance of safety standards in the department. * To maintain an overview of Health and Safety in the department and to ensure all health and safety and procedural guidelines are adhered to in respect to the work of the science department. * Assistance to teaching staff with practical demonstrations and practical lessons. * Manage the quality assurance of processes in place including trial and research of practical methods to ensure quality of practical activities is maintained. * Manage the safe treatment and disposal of materials and chemicals in accordance with CLEAPSS guidance. Responding and reporting to actual and potential hazards. * The healthy and safe storage and accessibility of equipment, chemicals and materials. * Manage the routine checks carried out in the department. * Responsible for overall management of online requisitions. * Maintain an up to date asset register for the department. * To have up to date knowledge and expertise of health and safety requirements, policies and procedural practices through CPD. * To perform, in accordance with any directions, duties which may be reasonably given to you by the strategic lead for practical science/ Strategic lead for science standards. * Any other duty commensurate with the grading of the post.  1. **Health and Safety**  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. **Professional Accountability**  * The post holder is required to 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. In addition, they are to contribute to the achievement of the school’s objectives.  1. **Safeguarding**  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. **Equalities**  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: SCIENCE**

**DEPARTMENT: SENIOR SCIENCE TECHICIAN**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * An appropriate recognised NVQ level 3 relevant to the area in which they are working. * Good level of general education and relevant experience or an appropriate recognised NVQ level 3 relevant to the area of work. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has/is/will:**   * Demonstrate relevant work experience. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder has/is/can:**   * Demonstrate an ability to communicate effectively orally and in writing. * Establish a rapport with young people. * Demonstrate an ability to work on own initiative. * Ability to contribute to the management of student behaviour. * Assist in preparing the learning environment. * Support the maintenance of student safety. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder is/has/can:**   * Willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | **A & C** |