



# Ash Manor School

Aspire and Achieve



## JOB PROFILE & PERSON SPECIFICATION

CONTRACTUAL DETAILS	
Post Title:	Senior Science Technician
Grade:	Surrey Salary Grade PS5
Line managed by:	Head of Science
Line management of:	Science Technicians
ROLE PURPOSE	
<i>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</i>	
<ul style="list-style-type: none"><li>❖ To support the teaching and learning within the Science Department, where much of student and staff activity is of a practical nature and utilises an array of technical equipment and prepared materials, by providing effective and efficient technical assistance.</li><li>❖ Supervise and organise the workflow of the science technician support team ensuring that the quality of provision for students and staff is of a high quality.</li></ul>	
CORE ACCOUNTABILITIES & ABILITY STATEMENTS	
<b>Key Tasks</b>	
<ul style="list-style-type: none"><li>❖ Coordinating the use of, and development of, practical resources and facilities. This includes the provision of support and guidance in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations:<ul style="list-style-type: none"><li>• Organising the technician support team, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus</li><li>• Giving technical advice to teachers, technicians and students</li><li>• Carrying out risk assessments for technician activities</li><li>• Assist in demonstrating or assisting the teacher during practical lessons</li></ul></li><li>❖ to be responsible for the promotion of and observance of a healthy and safe working environment by:<ul style="list-style-type: none"><li>• Actively leading and coordinating the assessment, monitoring and review of both health &amp; safety procedures and information resources</li><li>• Keeping up to date with current procedures and practices</li><li>• Ensuring the technician support team keep up to date with health and safety requirements and developments in practical science</li></ul></li><li>• Provision of technical advice on health and safety issues to teachers and technician staff</li></ul>	

- Safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards
  - Checking fume cupboards, pressure vessels and first aid kits, ensuring electrical safety checks are current etc.
  - Healthy and safe storage and accessibility of equipment and materials
  - Keeping laboratories, preparation rooms and store rooms tidy
- ❖ Ensure that the technician support team is resourced, organised and developed in terms of training to meet the performance standards required by the department
  - ❖ To take the lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum:
    - Designing, constructing and modifying apparatus
    - Setting up and caring for plant and animal collections
    - Preparing standard solutions, etc, purifying chemicals, treating waste
  - ❖ To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
    - Leading on stock, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records
    - Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy
    - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
  - ❖ To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard

#### **Liaison**

- ❖ Teachers
- ❖ Support Staff
- ❖ Students
- ❖ External Supply Agencies

#### **Corporate & statutory initiatives**

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

#### SENIOR SCIENCE TECHNICIAN: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>Five GCSEs grade C or above, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 or higher qualifications</li> <li>Evidence of recent and relevant training</li> <li>First aid qualification</li> </ul>	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> <li>Understand the challenges associated with inclusion within an urban environment</li> <li>Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Scientific background, previous experience of lab technician</li> <li>Working effectively in an education environment or with young people</li> </ul>	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none"> <li>Anticipate problems, develop creative solutions</li> <li>Listen to and reflect on feedback from others</li> <li>High level of verbal and non-verbal communication skills</li> <li>Strong level of ICT skills</li> <li>Excellent presentation skills</li> <li>Excellent personal presentation</li> <li>Able to build and maintain positive relationships with individuals</li> <li>Prioritise, plan and organise self</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> <li>An interest in educational issues</li> <li>A commitment to inclusion</li> <li>Positive attitude</li> <li>Genuine concern for the welfare of others</li> <li>Initiative and self-motivator</li> <li>Calm disposition</li> <li>Approachable with a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Letter References Interview
Personal	<ul style="list-style-type: none"> <li>Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>Committed to safeguarding and promoting the welfare of students and Ash manor School</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	References Interview

Safeguarding	<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</b>
--------------	---

Signed by Job Holder: ..... Date: .....

Signed by Line Manager: ..... Date: .....

Signed by Headteacher: ..... Date: .....

Signed by Pay Committee: ..... Date: .....