



INFORMATION PACK

SENIOR SCIENCE TECHNICIAN

Sensational Science: creating awe and wonder!

Our Team

The Science team is made up of strong practitioners who are committed to working collaboratively and supportively to ensure great outcomes for our students.

We are currently a team of 12 teaching staff, both full and part time, a Higher Level Teaching Assistant and 2 technicians.

The Post

We are looking for a new member to join our team as a Senior Science Technician. They will share our passion for Science and will support us to deliver an outstanding science experience for our students.

Our Curriculum

The department is well-resourced with a variety of digital textbooks and practical resources.

GCSE students are following the AQA Combined Science (Trilogy) syllabus. We also offer Triple Science. The recent Science results were above national for progress.

In Years 12 and 13 the department offers three A Level subjects:

OCR: Biology

Edexcel: Chemistry

Edexcel: Physics

Our Facilities

We have a recently built Science Learning Centre, within this we have 9 well-equipped labs, two large, fully resourced preparation rooms and a staff base. This new facility provides an excellent working environment and along with a collaborative and mutually supportive team, is a dream location for anyone to work.

We are proud of being part of the Latimer team: if you share our passion and enthusiasm, we would love you to apply for this post!

Job Description—Senior Science Technician

Role:	Senior Science Technician	Line Manager:	Progress Leader Science
Direct Reports:	Science Technician	Scale:	Grade H, Point 14-17

General Responsibilities

- To be responsible to the Progress Leader Science for providing a full range of technical support in the Science Department.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To be responsible to the Progress Leader for Science for co-ordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.
- Organising the technical support team to the science department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.
- Giving technical advice to teachers, technicians and students. Carrying out risk assessments for technician activities.
- To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:
 - actively leading and co-ordinating the assessment, monitoring and review of both health and safety procedures and information resources;
 - keeping up-to-date with current procedures and practices through continuing professional development;
 - the provision of technical advice on health and safety issues to teachers and technical support staff;
 - the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
 - the healthy and safe storage and accessibility of equipment and materials.
- To be a qualified “first aider” and to administer first aid as necessary.
- To train, support and develop a trainee technician, and ensure they keep up to date with health and safety requirements and developments in practical science.
- Giving health and safety advice to technical staff, teachers and students.
- Disposal of certain waste materials.
- Checking first-aid kits; carrying out general electrical and other safety checks etc
- Organising, storing and checking the condition of chemicals and equipment.
- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.

Job Description—Senior Science Technician (continued)

- Managing, monitoring performance and supervising colleagues.
- To take a lead role in the development and maintenance of specialist resources and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Designing, constructing and modifying apparatus.
- Preparing standard solutions etc, purifying chemicals, treating certain waste.
- Assisting with the preparation and delivery of A level practical experiments.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
 - leading on stock control, 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.
- Maintaining resources.
- Keeping stock records.
- Ordering stock.
- Keeping financial records.
- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, testing and repairing of general equipment to the required standard.
- Ensuring the department's resources are maintained to the required standards.
- Ensuring the science laboratories are maintained in a clean, tidy and functional state.
- To use ICT to help in the management of the Department.
- Be confident with key IT skills relevant to the needs of the department use of in-house spreadsheets: Finance, Chemicals, First Aid, Exam Data, PMR documents
- To undertake any additional duties as deemed reasonable by the Principal.

Person Specification—Senior Science Technician

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy and Numeracy skills, equivalent to Level 2 or above	X		Application form/verified at interview
Relevant Level 3 qualification	X		Application form/verified at interview
Degree or equivalent		X	Application form/verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form/interview
Motivation to work with children and young people	X		Application form/interview
Commitment to, and belief in, the equal value of all students	X		Application form/interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Interview/Reference
Knowledge and Experience	Essential	Desirable	Method of Assessment
Knowledge and experience of working in a Science laboratory		X	Application form/Interview
Knowledge and understanding of Health and Safety requirements		X	Application form/Interview
Prior relevant experience of working in a school		X	Application form/Reference
Skills	Essential	Desirable	Method of Assessment
Strong ICT skills	X		Application form/Interview/Reference
Personal Qualities	Essential	Desirable	Method of Assessment
Responsible and conscientious approach to Health and Safety	X		Interview
Efficient and organised: independent and effective in time management	X		Application form/interview
Proven commitment to developing professionally and to learning new things	X		Application form/interview
Ability to work alone or as part of a team	X		Application form/interview
Willing to be flexible and adaptable	X		Application form/interview
Ability to communicate effectively	X		Application form/interview
Evidence of resilience when working effectively under pressure	X		Application form/interview
Good sense of humour	X		Application form/Interview
Additional Requirements	Essential	Desirable	Method of Assessment
First aid training or the willingness to undertake it	X		Application form
The patience and skills to train, develop and support an inexperienced member of staff	X		Application form/Reference
Willing to contribute to the wider aspects of college life		X	Interview