



# NEW COLLEGE LEICESTER



## SENIOR SCIENCE TECHNICIAN

### JOB DESCRIPTION

- JOB TITLE:** Science Technician Level 2
- GRADE/SALARY:** Grade 5 – Scale 19-22
- HOURS:** 37 hours per week, 39 weeks per year
- RESPONSIBLE TO:** Head of Department
- JOB PURPOSE:** To develop, manage, organise and co-ordinate the physical and human resources used to support the teaching of science in the school.
- Major objectives:** These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.
1. To ensure that the technical staff and their procedures meet the needs of the Science Faculty/Department's staff and students.
  2. To ensure that the Science Faculty/Department's apparatus, equipment, chemicals, compounds and other material resources are accounted for and are stored or maintained in accordance with national and local policy and procedures.
  3. To assist teachers in the provision of high quality science lessons by providing and setting up practical resources as requested.
  4. To optimise the use and availability of science materials and equipment and maintain the highest standards of safety.
  5. To ensure that classrooms, preparation and storage areas are kept clean and spillages and waste are properly disposed of.
  6. To develop technical expertise in the equipment and apparatus used in science teaching and new techniques that facilitate practical and investigative work in science teaching.
  7. To ensure that the School's/College's policy and procedures are followed in dealing with parents, staff and pupils.
  8. To maintain good relationships with parents, staff and students.
  9. To implement and promote the School/College & Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

**Summary of Job Tasks:** The tasks listed are, generally, only those taking at least 10% of the post holder's time.

1. Manages all resources within the Science Faculty/Department designating classes, tasks and responsibilities as appropriate to assigned technician staff.
2. Oversees, records and accounts for any apparatus, equipment, laboratory services, facilities, stationery, schemes of work, etc. and monitoring stock levels and assisting with the planning of new or replacement needs/requirements and budget process etc.
3. Orders new and replacement materials/equipment and checks invoices from suppliers in accordance with annual budget/plan, using petty cash for consumable purchases.
4. Prepares and sets up equipment, apparatus, materials, solutions and stationery for use in demonstrations or practical science classes, assisting where appropriate.
5. Retrieves and clears away apparatus after classes, disposes of waste laboratory materials and spillages in accordance with guidelines.

**Terms of Contract:** This position is subject to the satisfactory completion of a six months probationary period.



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## SENIOR SCIENCE TECHNICIAN

### PERSONAL SPECIFICATION

<b>A. Training and education</b>	<ul style="list-style-type: none"> <li>• A level of numeracy and literacy sufficient to carry out the duties of the post.</li> <li>• Working knowledge of Health and Safety Act.</li> <li>• Working knowledge of COSHH &amp; CLEAPS regulations and guidelines.</li> <li>• Able to supervise new/less experienced staff.</li> <li>• Able to assist in demonstrating new equipment and experiments to staff.</li> <li>• Good PC skills especially in regard to science peripheral equipment.</li> <li>• Able to supervise other technical staff</li> </ul>	E E E E E E E
<b>B. Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> <li>• ICT and Keyboard skills</li> <li>• Awareness of H&amp;S issues relating to equipment and working practices</li> </ul>	E E E
<b>C. Equal opportunity</b>	<ul style="list-style-type: none"> <li>• Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice.</li> </ul>	E
<b>D. Other skills</b>	<ul style="list-style-type: none"> <li>• Able to prepare and set up equipment, apparatus, materials solutions and stationery for use in demonstration or practical science lessons.</li> <li>• Able to assist with resolving difficulties with equipment and apparatus used in science lessons.</li> <li>• Science knowledge sufficient to understand the college's science curriculum requirements.</li> <li>• Set standards and provide support for students</li> <li>• Good communication skills at all levels</li> <li>• Work in a supportive team environment</li> <li>• Work without constant direct supervision</li> <li>• Be flexible, use initiative and be adaptable</li> <li>• Ability to respond calmly and positively under pressure</li> </ul>	E E E E E E E E E E
<b>E. Other conditions</b> Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none"> <li>• Required to use acids or other hazardous items (associated with science labs), working to strict handling instructions.</li> <li>• Willing and able to participate in further training for this post</li> <li>• Willing to take part in an ongoing process of personal development and review</li> <li>• To encourage a pleasant, supportive and caring school environment for all students, staff and parents and other users of the facilities</li> </ul> <p><b>Must satisfy relevant pre-employment checks.</b></p> <ul style="list-style-type: none"> <li>• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</li> </ul>	E  E E E

Element Level 2	Specific tasks Plus additional administrative tasks that will be required from time to time, This list is not exhaustive
People Management	Supervises up to 3 staff. Supports teachers in the classroom and occasionally students in their projects.
Objectives	To ensure new/less experience staff are aware of correct procedures to follow. To ensure that equipment and stock are kept up to date by recommending replacements/alternatives. Assists in maintain stock and keeping in safe order. To ensure that setting up and cleaning/clearing away is carried out correctly reducing potential injury and inherent hazards to the postholders, students and teaching staff. To ensure that students and teachers have the relevant materials and equipment, which will assist their learning of scientific principles.
Contacts and Interaction	Contacts suppliers/contractors to progress chase orders for work or repairs. Assists with demonstrating experiments for new/temporary staff including PGCE students. Supports organisation and administration of trips and assists when visits made to other schools and local science groups. Deals with parents/carers on the telephone in absence of the teacher. Provides assistance for the student in the classroom situation when directed to do so.
Creativity required	Maintains databases and suggests amendments where required. Develops systems of storage and stock maintenance. Carries out routine safety checks on apparatus and materials. Assists with resolving difficulties with equipment and apparatus used in science practicals and demonstrations. Undertakes research for replacement and new equipment/materials under the supervision of the Head of Department.
Decision making	Decides when to order new equipment. Assigns technicians across Labs/teachers. Recommends appropriate equipment from schemes of work and work sheets. Recommends suitable suppliers on the basis of cost or reliability. Recommends improvements to ways of working. Suggests experiments, new materials, etc. that meet new curriculum requirements by suggesting experiments. Some curriculum changes can involve a complete new set of experiments and therefore re-planning of department's resources.
Resources used or managed	Progress chases orders for suppliers. Carries out, or delegates, shopping for resources for practical sessions using petty cash system. Uses a variety of laboratory new equipment, setting up and during experiments. Orders supplies. Accountable for, and for correct security, storage, etc. of lab equipment, chemicals, and other supplies.
Interruptions, conflicts & frequency	Assists with briefing supply teachers when regular teacher not available often at short notice. Responds to straight forward requests from students for materials and/or equipment.
Physical effort & IT use	Approximately 90% of day spent walking or standing. Assists with the lifting of large bottles of liquid (10%).

Working conditions	Indoor – non-office environment. Outside to collect/put away items in outside 'safe' store.
Risks encountered	Required to use acids or other hazardous items (associated with science labs), working to strict handling instructions. Clearing up spillages when these occur.
Knowledge and Skill Levels	Working knowledge of H&S Act. Working knowledge of COSHH & CLEAPS regulations and guidelines. Able to supervise new/less experienced staff. Able to assist in demonstrating new equipment and experiments to staff. Good PC skills especially in regard to science peripheral equipment. Able to supervise other technical staff. Able to assist with resolving difficulties with equipment and apparatus used in science lessons. Able to perform basic repairs to equipment where appropriate, or arranges for contractors to do more complex repairs.

