

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
S220	<b>Supervisory Science Technician with Health and Safety</b>	Grade 7	220 Hay	April 2008

### Statement of Purpose

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

### Line Management

- May involve line management responsibility of between two and five members of staff.
- Liaise between managers/teaching staff and technicians.
- Hold regular team meetings with technicians.
- Undertake recruitment/induction/appraisal/training/mentoring of technician staff.

### Support to the Department

- Design or assist in design of new or refurbishment projects i.e. new computer room, Prep. Room, specified Lab(s), New Labs

### Support to the Classroom

- To co-ordinate the preparation and distribution of apparatus to the laboratories as requested by teaching staff.
- Advise and check work that is carried out in the science laboratories by outside contractors.
- 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.
- Prepare complex practical experiments for sixth form chemistry and biology assessed practical experiments.
- Assist in/organise cover work when teaching staff are absent.

### Administration

- Carry out the annual audit of stock.
- Keep a record of the curriculum area budget.
- Have overview of stationery and stock and maintain supplies.
- Liaise with suppliers and reps who supply chemicals, equipment +books to obtain best discounts and reconcile any discrepancies
- Source + evaluate new materials according to staff requests or changes in curriculum/schemes of work.
- Help with the organisation of faculty science trips including help with the supervision of students during the trip.

## Resources

- Assist with the development of 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.
- Drive the school minibus on science trips.

## 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.
- PAT test all electrical equipment for electrical safety at least once every 12 months and ensure all new and repaired equipment is tested prior to use. Maintain records of these tests.
- Prepare science Health +Safety Policy and review each year with respect to any changes in the department.
- Prepare science risk assessments and review as needed.
- Maintain science Health +Safety section on the school intranet making sure that all staff have access to latest information from CLEAPSS, Staffs CC, access to risk assessments, Hazards, Recipe Cards and both the science and school H+S Policy.
- Conduct yearly risk assessment of whole department i.e. labs, offices, furniture, fittings, corridors, stairs etc and prepare report.
- Open + close labs/prep rooms morning and night and ensure gas + electricity are switched off at night [unless] in use.
- Daily visual checks of all labs i.e. gas taps, electrical sockets, lights – any faults are reported for repair.
- Monthly safety checks of gas taps, gas isolators, electrical sockets [using socket tester], electrical trip switches and fume cupboards and maintain records. [any faults to gas or electrical services result in the area being isolated until the fault is repaired]
- Assist technicians at middle schools with safety queries as required.
- Knowledge of chemicals and COSHH regulations to ensure that they are used/stored/disposed of correctly.
- Advise staff on H+S queries regarding science experiments.
- Explain/teach staff about science experiments i.e. ASTs – new experiments, produce risk assessments for new ones they may think up.

## 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 postholder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**  
**Supervisory Science Technician with Health and Safety**  
**Level 3**

Essential Criteria	Measured By
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in a related discipline.</li> <li>• Supervisory experience.</li> </ul>	AF/I
<b>Qualifications/Training</b> <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
<b>Knowledge/Skills</b> <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
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Builds personal relationships with stakeholders, through regular contact and consultation.</li> <li>• Coaches and empowers team members to take responsibility for ensuring customer care.</li> <li>• Understands the schools development plan and how it relates to team and individual objectives.</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Identifies and promotes best practice and encourage the sharing of ideas.</li> <li>• Proactively seek opportunities to increase job knowledge and understanding.</li> <li>• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members.</li> <li>• Works with others to resolve differences of opinion and resolve conflict.</li> <li>• Requires minimum supervision.</li> </ul>	AF/I

<ul style="list-style-type: none"> <li>• Takes responsibility for own and team actions.</li> <li>• Identifies and overcomes barriers and manage risks.</li> <li>• Takes quick and effective action.</li> <li>• Demonstrates focused implementation of role and responsibilities.</li> <li>• Builds strong team ethos where everyone feels valued.</li> <li>• Provides timely, sensitive and honest feedback on performance.</li> <li>• Is accountable for own development and encourages the ownership of development needs amongst team members.</li> </ul>	
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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.***