

# Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



## Job Description

### Senior Science Technician

<b>Job purpose:</b>	To prepare for all Science National Curriculum lessons in Years 7 – 9 and for the 20% of the curriculum of all students in years 10 and 11. This may include preparation for practical examinations, and assessments as demanded by the various examination syllabi. To be responsible for the servicing and maintenance of 2 laboratories in the Upper School Building and 7 laboratories plus a compute sute in the Science block. To be responsible for the upkeep of one Prep/stock rooms in the Upper School building and two Prep/stock rooms in the Science Block	
<b>Reporting to:</b>	Teaching & Learning Leader Science	
<b>Responsible for - Staff</b>	Minor day to day supervision of other technicians where applicable	
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, other members of staff – teaching and non-teaching, external agencies	
<b>Hours:</b>	37 hours per week, term time plus one week, core working hours 8.00 am – 4.00 pm.	
<b>Contract:</b>	Temporary to cover maternity leave	
<b>Base:</b>	Bedford High School	
<b>Grade of post:</b>	G4 pro rata	<b>Gauge ref:</b> A23322
<b>Date:</b>	June 2021	
<b>Conditions/disclosure level:</b>	Post offer is conditional subject to enhanced disclosure, medical, relevant qualification certificates and references satisfactory to the school	

#### Job Outline/responsibilities

- Preparation of apparatus and materials required for laboratory practical lessons, and recording of same.
- Preparation of chemical solutions to specific concentrations, following appropriate measures for Health and Safety.
- Removal, cleaning and storage of equipment as and when necessary.
- To carry out regular risk assessments and manage the organisation of maintenance and repair of equipment and report any building defects to the Premises Manager.
- Ensuring that technical and teaching staff keep up-to-date with health and safety requirements and developments.
- Maintenance of an inventory of equipment and consumables including safe-keeping of chemicals. Advising science teachers of potential problems.
- Delegated responsibility for ordering, receipt and checking of material, including stationery, equipment, and chemicals.
- Assisting staff in the use and storage of materials in order to comply with Health and Safety regulations.

- Be familiar with the needs of courses within the Faculty.
- Care of plants within the Science Faculty.
- Safe disposal of chemical and biological waste.
- Responsibility for the day to day management and monitoring the performance and training needs of the Laboratory Assistant.
- Advising staff on suitability of practical projects, and advising staff and students on safety aspects of practicals.
- Reporting the non-arrival of cover teachers to the office staff and the short term supervision of students until cover teacher's arrival. Organisation and delivery of work required as indicated by absent teacher.
- Monitoring of Science Faculty budget and ensuring the Head of Faculty is kept informed.
- Photocopying and filing as and when circumstances permit.
- To liaise with the I.C.T. manager to organise setting up I.C.T. equipment, and ensuring the maintenance of same.
- To liaise with the Faculty Head and department heads within the Science Faculty.
- To report all matters of an administrative/clerical nature including absence through sickness/leave of absence etc. to the School Administrative Officer.
- Stock control of chemicals and equipment.
- Accompanying school parties on educational trips.
- Such other duties as the Headteacher and Head of Faculty may from time to time determine.

#### **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

#### **Health and Safety Training**

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

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

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification / Selection Criteria Senior Science Technician

### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of working as a science technician/teacher in a secondary school, looking to move to a Senior Science Technician post		D	A, I, T
Previous experience of setting resources/materials/equipment and tools for experiments/lessons	E		A, I, T
Previous experience of working in a school environment		D	A, I
Previous experience of working with secondary age		D	A, I,

### B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 in technical discipline or willingness to work towards within an agreed timescale	E		A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	E		A, I
Willingness to undertake basic first aid		D	I

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of responsibilities of a school technician	E		A, I
Knowledge of computers/ICT systems		D	A,I
Understanding of the national curriculum and other basic learning programmes		D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	E		A, I
Good knowledge of computer/network systems/ICT systems		D	A, I
Understanding of COSHH requirements	E		A, I

Ability to use initiative to respond to and resolve routine problems	E		A, I
Knowledge of Health and Safety requirements	E		A, I

#### **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Good presentation skills		D	A, I
Excellent communication skills in order to relate well to students and adults	E		A, I
Ability to organise own tasks and those of others	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to use initiative to respond to and resolve a range of problems in the short term	E		A, I
Ability to recognise own learning needs and those of others	E		A, I
Competent in the use of a variety of IT applications		D	A, I,
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork and able to work under supervision	E		A, I

The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I
Ability to organise self and others	E		A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I