

Hadrian Learning Trust

**JOB DESCRIPTION**

|                             |                         |  |                     |
|-----------------------------|-------------------------|--|---------------------|
| <b>Post Title:</b>          | Lead Science Technician | <b>Director/Service/<br/>Sector:</b>   | Children's Services |
| <b>Band:</b>                | 5                       | <b>Workplace:</b>  | HLT                 |
| <b>Responsible to:</b>      | Head of Science         | <b>Date:</b>   | November 2023       |
| <b>Job Description Ref:</b> |                         |  |                     |
| <b>Resources</b>            | Staff                   | Line management of small team of Technicians.  |                     |
|                             | Finance                 | Placing orders, checking deliveries and invoices, supporting the Curriculum Lead with budget monitoring.   |                     |
|                             | Physical                | Laboratory and prep room equipment, preparation of science practical resources. Safekeeping of hazardous substances. Accuracy and security of manual and electronic records. |                     |
|                             | Clients                 | Internal: Staff and students. External: Other educational organisations, local authority, specialist advisory organisations, suppliers.                                      |                     |

**Duties and key result areas:**

**Duties and key result areas: Individually or part of a team**

**Support for Pupils**

1. Support pupils in accessing learning activities as directed by the subject teacher

**Support for the teacher**

1. Create and maintain a clean, orderly, safe and productive working environment.
2. Timely and accurate preparation of specialist science resources, including chemicals.
3. Timely preparation and basic maintenance of specialist equipment.
4. Organise, store and maintain records of chemicals and equipment, providing analysis and reports as required eg stock control.
5. Raise purchase requisitions, confirm goods received and check invoices and maintain financials records to enable the Head of Faculty to monitor the ACHS capitation budget for science effectively.
6. Assist development of new curriculum practical's for Years 9 to 11. Trial practical's for A level science subjects.
7. Contribute to the planning, development and organisation of system, procedures and policies.
8. Promote and ensure the health and safety, and good behaviour of pupils.
9. Support the subject teachers in the preparation and maintenance of wall displays.
10. Carry out health and safety checks on science laboratories, preparation rooms and stores.
11. Carry out safety checks, which may include electrical equipment, fume cupboards, pressure vessel and condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate.



12. Undertake COSHH risk assessments within science ensuring the safe treatment and disposal of materials and responding to actual or potential hazards.
13. Support the Radiation Protection Supervisor (RPS) in school with day-to-day oversight of the logging system.
14. Support the Curriculum Lead and subject teachers to undertake relevant risk assessments for activities and visits within science.
15. Report all accidents/faulty equipment to the relevant member of staff.
16. Provide ad hoc support with general administration tasks.

### **Support for the Curriculum**

1. Provide and guidance and support to the Curriculum Lead and Subject Lead Teachers in meeting the practical requirements of the Science curriculum including Practical Activity Groups (PAGs)
2. Monitor and manage the use of resources and ensure their orderly and secure storage, maintaining an inventory system on all items.
3. Maintain science preparation rooms and control of secure chemical store and flammable store cupboard.
4. Control and store safely all chemicals, flammables, specialized solutions and bottled gases ensuring health and safety regulations are met.
5. Demonstrate and assist others in the safe and effective use of specialist resources/equipment.
6. Prepare risk assessments as required.
7. Provide specialist advice and guidance as required.
8. Research materials and information on chosen science topics as requested.
9. Maintain stock levels as required and order appropriate resources for upcoming learning activities/practical's, sourcing the best supply.

### **Support for the school**

1. Be aware of, and comply with, the following policies:
  - a. Child Protection
  - b. Health and safety
  - c. Confidentiality and Data Protection
  - d. Equal Opportunities
2. Work in such as to promote the ethos and vision of the school.
3. Attend relevant meetings as required.
4. Participate in training and other personal development activities that contribute to the management of performance.



5. To undertake other duties and responsibilities as required in the science department commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

|                         |   |
|-------------------------|---|
| Transport requirements: | None  |
| Working patterns:       | Normal work patterns  |
| Working conditions:     | Normally indoors in school science laboratories and classrooms. |

#### PERSON SPECIFICATION

##### Essential

##### Desirable

##### Assess by

#### Knowledge and Qualifications

Good numeracy and literacy skills.

NVQ 3 or equivalent Qualification in Laboratory Technician or relevant experience in laboratory work.

Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.

Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.

#### Experience

Experience of providing science technical support.  
Experience of laboratory work.  
Experience of safely handling and preparing chemicals in a laboratory environment.

Experience of working with young people.

#### Skills and competencies

Ability to prepare equipment, resources and materials for lessons, as requested by the teaching staff.

Ability to undertake testing and minor repairs or specialist science equipment.

Ability to lead and motivate a small team of staff to ensure their effective performance.

Ability to plan and organise activities over a 12 month timescale.

Ability to use: Photocopier, technical equipment, computer/windows software.



|   |  |  |
|---|--|--|
| <p>Ability to work in an organised and methodical manner.</p> <p>Ability to maintain accurate records and maintain inventories.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining 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.</p> |  |  |
| <b>Physical, mental and emotional demands</b>   |  |  |
| <p>Handling of chemicals and other potentially hazardous materials.</p> <p>Physical ability to move equipment and resources of moderate weight.</p>   |  |  |
| <b>Other</b>  |  |  |
| <p>Satisfactory DBS enhanced criminal records certificate.</p> <p>Willingness to participate in training and personal development.</p>  |  |  |