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|  | THE PRIORY SCHOOL  **Lead Science Technician** Job Description |  |

*The postholder will be responsible to the Headteacher and will demonstrate a genuine commitment to our equal opportunities policy and to the wellbeing of all students.*

*The job description will be reviewed annually and will form the basis of the Performance Management Review Procedure. Any issues relating to the review of this job description should be brought to the Headteacher’s notice by the postholder. The postholder will undertake the following responsibilities:*

1. Provision of practical requirements
2. To lead on the preparation of practical equipment for all Science lessons
3. To line manage the Science Technical including daily managerial support and annual appraisal
4. To work with the Head of Science in planning lessons and identifying a schedule of work each academic year
5. Preparation, manufacture, assembly, setting up, checking, issuing and retrieving of materials, components, apparatus, tools and equipment.
6. Organisation of practical requirements including storage, providing safe and ready access.
7. Development, substituting and obtaining suitable materials etc.
8. Checking, monitoring and controlling the use of practical resources.
9. Disposal of residues, including hazardous waste.
10. Advice, assistance and support to students during practicals and project work.
11. Maintenance of safety standards in relation to the provision and maintenance of practical resources.
12. Maintenance of facilities and resources
13. Scheduling and carrying out the maintenance of equipment, tools, apparatus and facilities, including fulfilling statutory requirements.
14. Storage of equipment, apparatus and chemicals, in accordance with safety requirements.
15. Calibration, checking, fault-finding and repair of instruments and equipment.
16. Developing low maintenance equipment and apparatus, suitable to student needs.
17. Setting up and maintaining any specialist resources, eg plant or animal collections.
18. Dealing with hazards, eg chemical spills, equipment faults.
19. Organisation and management of practical resources
20. Setting up and operating systems for the management and control of practical resources eg stock control, location and availability of materials, chemicals, apparatus and equipment.
21. Setting up and operating systems for ordering requirements, and for the recording and control of expenditure.
22. Co-ordinating the use of practical resources and facilities.
23. Ensuring the availability of suitable materials, equipment, etc for practical activities, including discussion with advice and feedback to teachers.
24. Ensuring the observance of safety procedures and safe working practice within the technician service, and also providing advice and support to teaching staff in these matters.
25. Development of practical resources and activities
26. Providing advice regarding the practical needs of the curriculum.
27. Contributing to the design of practical activities.
28. Costing and providing alternatives.
29. Trialling practical activities.
30. Developing, designing and constructing apparatus and equipment.
31. Maintenance of a safe working environment and safety standards
32. Maintaining equipment, apparatus, facilities and practical resources to meet safety standards.
33. Checking, issuing apparatus and equipment in a safe condition. Resourcing to meet safety standards. Maintaining safe working practices within the department.
34. Supporting the Department in the completion of termly H&S checks
35. Maintaining information banks of safety information.
36. Advice to teachers on safety matters.
37. Communication
38. Liaison with all appropriate staff within the school relating to the technician service.
39. Liaison within professional colleagues in other establishments, for reasons of professional development.
40. Membership of appropriate committees, working groups etc.
41. Assistance with administration when necessary
42. The post will be line managed by the Head of Science supported by the Business Manager.

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| logo1 | THE PRIORY SCHOOL  **Lead Science Technician**  **(Grade H4)** Person Specification |  |

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|  | Essential | Desirable |
| Knowledge & Experience |  |  |
| Experience of working in a school |  | √ |
| Relevant qualification or experience |  | √ |
| Able to work with young people with experience gained in a work, voluntary or domestic setting | √ |  |
| Relevant experience / training in the use of Microsoft packages including Word, Excel, e-mail | √ |  |
| Skills & Abilities | | |
| Minimum Level 3 qualification in Science | √ |  |
| Ability to use own initiative as well as working within a team environment | √ |  |
| Excellent communication and interpersonal skills | √ |  |
| Ability to interact with students | √ |  |
| The ability to use ICT effectively | √ |  |
| Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines | √ |  |
| Ability to understand and carry out verbal and written instructions | √ |  |
| Ability to organise and prioritise work | √ |  |
| Ability to remain confident yet discreet in dealing with visitors, parents and students | √ |  |
| Ability to make quick decisions on which enquiries need to be referred on and dealt with | √ |  |
| Be aware of child safeguarding arrangements | √ |  |
| Personal Qualities | | |
| Commitment to achieving high standards | √ |  |
| Enthusiasm and positive outlook | √ |  |
| Responsible, honest and reliable | √ |  |
| Good personal organisation | √ |  |
| A sensitive and caring manner | √ |  |
| Calm under pressure | √ |  |
| A sense of humour | √ |  |