The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Senior Science Technician

Directorate: [School name - amend as appropriate]

Reporting to: Head of Science / Assistant Headteacher

Grade: SO2

Job description

Purpose of the post:

- Under the overall direction of the team leader, to co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum. This will include liaising with teaching staff and support staff outside the department.

Main duties and responsibilities:

- Contribute to the assessment, monitoring and review of both health & safety procedures and information resources.
- Keep up to date with current procedures and practices through continuing professional development.
- Be responsible for the provision of technical advice and support on health & safety issues to teaching and trainee technical staff.
- Be responsible for the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Be responsible for the healthy and safe storage and accessibility of equipment and materials.
- Carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- Assist the team leader/senior technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- Contribute to the design, development and maintenance of specialist resources and/or long term projects. Offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Support the team leader/senior technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
Under the overall guidance of the team leader/senior technician, ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

- Collate, catalogue and store worksheets, exam papers and internally produced booklets.
- Maintain a computerised science library, cataloguing books for pupil resources.
- Liaise with external agencies to ensure that maximum use is made of appropriate materials and information provided by key support services and outside agencies.
- Network with other science professionals.
- Be responsible for personal professional development making full use of advisory services, and maintain a high level of current awareness regarding developments in science.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school’s performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
### Person Specification

**Qualifications**

1. NVQ level 3 in Laboratory and Associated Technical Activities (LATA) or, NVQ level 3 for Laboratory Technicians in Education or, Level 3 Certificate in Laboratory Technical Skills or equivalent in experience.  
   - **Essential**

**Experience**

2. Experience of undertaking a range of science-related tasks.  
   - **Essential**

3. Previous experience of working in a science and/or technology environment.  
   - **Essential**

**Knowledge**

4. Detailed knowledge of Health & Safety legislation as it relates to the workings of a school.  
   - **Essential**

5. Detailed knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals.  
   - **Essential**

6. Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.  
   - **Essential**

7. A sound knowledge of National Curriculum requirements.  
   - **Essential**

**Skills**

8. Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the curriculum.  
   - **Essential**

9. Ability to effectively direct the work of a team.  
   - **Essential**

10. Ability to identify work priorities and manage own workload and that of others.  
    - **Essential**

11. Ability to oversee the induction and training of new technical staff.  
    - **Essential**

12. Ability to monitor, control and keep financial records according to the requirements of the school.  
    - **Essential**

13. Ability to maintain accurate work records and inventories.  
    - **Essential**

14. Ability to carry out risk assessments in relation to laboratory work.  
    - **Essential**

15. Ability to maintain a range of tools and equipment.  
    - **Essential**
<table>
<thead>
<tr>
<th>Skills</th>
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<tr>
<td>16. Ability to prepare equipment and materials for lessons, as requested by the teaching staff.</td>
<td>✓</td>
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<td>17. Ability to design, develop and maintain specialist resources.</td>
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<td>18. Ability to demonstrate developed interpersonal and communication skills.</td>
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<td>19. Ability to establish positive relationships with pupils, including those with special educational needs.</td>
<td>✓</td>
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<td>20. Ability to demonstrate commitment to Equal Opportunities.</td>
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<td>21. Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.</td>
<td>✓</td>
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