



Learning is at the Heart of Everything We Do.

SENIOR SCIENCE TECHNICIAN

Job Title:	Senior Science Technician
Grade	Grade 5 Point 7 (£16,224 actual gross salary)
Hours:	37 hours a week including 30 minutes unpaid lunch break. Mon – Fri 8:00am to 4:00pm (3:30pm Friday) Term Time Only
Start:	To start as soon as possible
Reporting to:	Assistant Headteacher in Charge of Science of Science

MAIN PURPOSE OF THE ROLE:

To work with teachers under the guidance of the Head of Science as part of a professional team to support learning by providing technical assistance through the delivery of practical learning activities and the preparation and maintenance of teaching areas and equipment for pupils. You will keep legal records of safety checks and procedures and have an understanding of health and safety within the science department.

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ACCOUNTABILITIES AND TASKS

Accountability	Task
Prep Room	<ul style="list-style-type: none">• Plan, prepare and set up specific resources, materials, equipment for lessons, under general direction for the class teacher.• Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher.
Equipment	<ul style="list-style-type: none">• Ensure the safe and secure storage of allocated resources, materials, equipment to prevent unauthorised access/ misuse.• After training PAT test electrical equipment• Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order.• Demonstrate the use of equipment to technical and other staff.• Ensure equipment necessary for science courses is prepared.• Maintain and repair technical apparatus and equipment through personal knowledge, training and contractors if necessary.• Ensure classrooms are equipped and maintain an audit of expendable materials.• Ensure all electricity and gas are turned off at the end of the day.• Maintain inventories and servicing schedules for all designated apparatus and equipment within science. This includes balances, fume cupboards and radioactive sources.

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	<ul style="list-style-type: none">• Responsible for the equipment order book (technicians). Compiled by technicians, it ensures that all practicals are checked with staff and unusual/unfamiliar practicals or reagents will require a separate risk assessment to be supplied by staff. Technicians also supported by helping new/non specialist staff with practicing practical work
Health and Safety	<ul style="list-style-type: none">• Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.• Ensure adherence to health and safety regulations by technical support staff within the school. Use of CLEAPSS• Carry out agreed safety checks and monitor/update risk assessments to ensure that all identified health and safety risks are dealt with as quickly and effectively as possible. Responsible for reporting to the Head of Science, Business Manager or Premises staff situations which potentially pose a danger to any pupil or member of staff in the school.
Team work	<ul style="list-style-type: none">• Supervise the training and development of other technical support staff.• Assist the science department in administrative tasks under the guidance of the Head of Science.• As designated by the Headteacher and Head of Science you will line manage the Science technicians, including responsibility for their day to day supervision, overall performance review and learning and development in consultation with other staff to whom technician support is being provided.• Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively.

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	<ul style="list-style-type: none">• Participate in staff meetings and contribute to the development of policies and procedures related to the use of technical equipment and aids.• Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.• Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively.• Undertake research on current developments in order to assist the classroom teacher (s) in planning how learning activities will be implemented.• Assist with preparation for special events including October open evening preparation and clear away on October INSET day• Be involved in setting up science club and extra-curricular activities
Administration	<ul style="list-style-type: none">• Update records, including production of reports and analysis of information.• Contribute to planning and development of systems, policies and procedures for their technical area.• Order and maintain resources within an agreed budget.• Participate in staff meetings and contribute to the development of policies and procedures related to the use of technical equipment and aids. Be responsible to the Head of Science for an agreed level of expenditure and maintain associate budget information, accurately and in accordance with financial regulations.• Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.
Other	<ul style="list-style-type: none">• Participate in the system of performance review

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This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary

PERSON SPECIFICATION – Science Technician

Qualifications and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> ➤ Good numeracy and literacy ➤ Academic qualifications in Science that allow support of GCSE Science lessons. A further qualification in Science is desirable ➤ Practical experience within a science lab is an advantage ➤ Previous experience of working in a secondary school is desirable ➤ Knowledge of COSHH and CLEAPSS is desirable ➤ Experience of using Microsoft Office and other software ➤ 	<ul style="list-style-type: none"> ➤ Good organisational skills and able to work as directed and follow instructions. ➤ Able to get on well with both adults and children ➤ Ability to take responsibility and work within set boundaries with sound judgment as to when to act independently and when to refer or seek advice ➤ Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils ➤ Ability to work constructively as part of a team or as an individual. 	<ul style="list-style-type: none"> ➤ Enjoyment of working with a wide variety of other people and working as part of a team ➤ Enjoy working under pressure and deal sympathetically and constructively with colleagues who are also working under pressure ➤ Flexibility and adaptability ➤ Comply with the Safeguarding Children requirements of the post, including successful completion of Disclosure and Barring Service (DBS) check and other relevant background checks

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Further Details:

Downlands is a successful, oversubscribed and expanding, 11-16, mixed comprehensive school with nearly 1200 pupils and more than 70 teachers. Full details about the School can be found the School website under “Vacancies” –General Information for Applicants. The Science Department has 10 teachers, 7 laboratories and 2 Prep rooms. The Department are committed to including a high level of practical work as a vital part of pupils’ learning. We are looking for a Senior Science Technician who has a hard working attitude and the flexibility to work in this busy environment during term time. The appointed person will be supported by two part-time technicians.

Start date: March/April 2020

Applications:

If you would like to make a difference, we welcome your application. Applications should be made on a West Sussex application form for the appointment of support staff which can be downloaded from the School website under “Vacancies”. Applications should be emailed to mhill@downlands.org or sent by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex, and BN6 8LP. All communication from the School will be by email or telephone.

Applicants who are short listed for interview should be aware that references may well be taken up before interview unless it has been indicated on the application form that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, Disclosure and Barring (Criminal Records Bureau) and health checks

A copy of the staff dress code can be found on the School website in the “Current Vacancies” section.

The **closing date for applications is midday on Wednesday 18th March 2020** Interviews are expected to be held soon after the closing date. Applicants who have not been contacted by Friday 20th March should assume that they have not been successful on this occasion.