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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Senior Science Technician

Line Manager: 2nd in Science Head of Department

##### Purpose: Under the instruction/guidance of the Head of Science:

##### Provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and students.

**Areas of responsibility and guidance:** To support the effective delivery of education by overseeing technical support to teaching staff and students by:

* Directing and allocating the work of the Science Technician within the curriculum area; monitoring their work and recording via BlueSky; assisting with their professional development; advising teaching and other staff on the appropriate and safe use of equipment;
* Preparing equipment, chemicals and specimens for practical sessions and examinations, including constructing and setting up equipment as required;
* Carrying out minor repairs to equipment, e.g. plugs, fuses
* Ensuring that the laboratories and equipment are kept in a clean, safe and tidy condition at all times and that chemicals and equipment are stored and used in accordance with Health & Safety legislation and good practice;
* Monitor and control supplies of stock and inform the head of department when further supplies are needed;
* Check goods delivered against orders and carry out inventory checks on a regular basis and arranging appropriate storage;
* Ensure the safe disposal of used/harmful chemicals and biological specimen;
* Manage Radioactive sources as outlined by CLEAPSS and updates radiation training;
* Ensuring that living specimens (plants and animals) are cared for appropriately;
* Making up and ensuring the ready availability of standard solutions and other agents in all appropriate working areas;
* Purchasing and collecting science materials locally;
* Assisting in practical sessions where required;
* Carry out annual risk assessment of the department.
* Training of new technicians and apprentice technicians.
* Contributes to the 5 year refurbishment of the Science laboratories

**General:**

##### To carry out duties and procedures as outlined in the school handbook and science department Handbook;

##### To be aware of and implement the school’s Health & Safety policy at all times;

##### To go on training courses as directed;

##### To prepare for open evening and new intake visits;

##### To organise the maintenance of the fish tank and school plants;

##### To check laboratories for display quality on a monthly basis.

* Maintain the green science wildlife area, the pond and greenhouse.

**Teaching Preparation:**

##### To enrich personal knowledge by consulting up to date resources;

##### To ensure the updating of the class apparatus to meet the new curriculum;

##### Be responsible for creation and maintenance of purposeful, orderly and productive working environment;

* To ensure that the technician prepares classes to the teacher’s direction for teaching at KS3 and 4;

##### Promote and ensure the health and safety and good behaviour of students at all times. To support Science staff with Behaviour for Learning policy;

* To report, replace, repair or arrange repair of apparatus;
* Maintain the good order and tidiness of the three prep rooms and walkway areas and Science labs.

**Management:**

##### To maintain a stock book for apparatus and stores in the department;

##### To ensure that chemicals are securely stored in accordance with the Health & Safety regulations;

* To disposed of expired chemicals following Health and safety guidance
* Demonstrate and assist in the safe and effective use of specialist equipment/materials;
* To maintain and store departmental orders and records, in electronic and manual form;
* Manage radioactive sources as outlined by CLEAPSS.

**Support for the School:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
* Contribute to the overall ethos/work/aims of the school;
* Participate in training and other learning activities and performance development as required;
* Occasional class cover supervision for absent staff.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| Essential | Desirable |
| NVQ Level 4 or equivalent qualification or experience in relevant discipline and / or Relevant Science qualification | Sound knowledge of National Curriculum requirements |
| Detailed knowledge of Health & Safety legislation as it relates to the workings of a school | Good IT skills e.g. Word, Excel, Google |
| Detailed knowledge of COSHH regulations in relation to the safe handling and storage of chemicals | First Aid would be an advantage |
| Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools | Ability to maintain a range of tools and equipment |
| Previous experience of working under pressure and changing deadlines in a busy Science and / or technology environment | Ability to design, develop and maintain specialist resources |
| Use and experience of undertaking a range of Science related tasks using specialist equipment and resources | Experience of working in a busy environment |
| Ability to prepare equipment and materials for lessons with a high level of accuracy and attention to detail | Ability to relate well to students and adults |
| Ability to identify work priorities and mange own workload and that of others | Professional attitude with a desire to learn |
| Thorough, organised and methodical approach to tasks with the ability to maintain accurate work records and inventories | Able to identify and act upon common forms of discrimination |
| Ability to oversee the induction and training of new technical staff and offer guidance and support to teachers on the practical aspects of the curriculum | Ability to train new staff using the CLEAPPS handbook for Technicians |
| Ability to maintain the radioactive materials used in the department | Ability to carry out yearly radiation checks |
| Excellent numeracy / literacy skills/ ICT skills | Ability to use word, excel, emails |
| The role includes spending much of the working day standing and using equipment and other materials so applicants need to be able to carry out the duties of the post with reasonable adjustments where necessary / practicable |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ……………………………………………………………………………………… Dated: …………………….………………………………