

Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE	Senior Science Technician
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
RESPONSIBLE TO	Subject Leader for Science
RESPONSIBLE FOR	Science Technicians
MAIN PURPOSE OF THE JOB	Under the direction of the Subject Leader for Science & curriculum leaders, co-ordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff, and support staff outside the department.
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To oversee the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources. Keeping up to date with current procedures and practices and relaying these to technical staff. The provision of technical advice and support on health & safety issues to teaching and technical staff. The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards. The healthy and safe storage and accessibility of equipment and materials.
2	Day-to-day organisation and development of technical staff to ensure that essential performance standards maintained.
3	To liaise with teaching staff regarding the procurement, development and maintenance of specialist resources and assist and support students and teachers on the practical aspects of the curriculum.
4	Ensure 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.

5	Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
6	To collate, catalogue and store worksheets, exam papers and internally produced booklets when required by teaching staff.
7	<p>To perform the role of a Science Technician:</p> <ul style="list-style-type: none"> • The preparation and delivery of apparatus requested by the Science Teaching Staff and setting it out if necessary in the required room. • Clearing away when the apparatus is finished with and washing up. • Storing chemical stocks in an orderly and safe manner. • Maintaining apparatus in a usable state and undertaking minor repairs where feasible. • Making up standard laboratory solutions within Health and Safety guidelines. • Assisting teaching staff in any administrative/computer work that is required as and when asked. • Maintain prep room computer system, keeping spreadsheets, stock levels etc. up to date. • Under guidance, becoming familiar with the Health and Safety implications of all laboratory techniques and chemicals used and advising staff where necessary. • Carrying out safety checks on equipment, e.g. Bunsen tubing, glassware, power packs etc. • Purchase of sundries from local supermarkets and stores. • Assisting with collection and cataloguing of text books • Assisting teaching staff and pupils in practical work when required. • Undertaking regular stock checks as directed by the Senior Technician. • Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department. • To ensure safe storage and use of laboratory equipment. • To support teaching staff and pupils during lessons and also to assist teachers in the setting up of equipment when required. • To liaise with other departments/schools re use of additional/specialist equipment. • To refer stock requirements to the Senior Science Technician. • To liaise with caretaking staff regarding any gas/fume/repair problems that may occur. • To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories. • To assist in ensuring the safe conduct of pupils in the department.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date:	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Education & Qualifications	<ul style="list-style-type: none"> • A good level of education and proficient in English and Maths
Experience & knowledge	<ul style="list-style-type: none"> • Previous experience of working within a school, with young people or a science environment • Knowledge of Health and Safety Legislation as it relates to the work of a Academy / School • Knowledge of COSHH and regulations in relation to the safe handling and storage of chemicals • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools • Some knowledge of National Curriculum requirements
Skills	<ul style="list-style-type: none"> • Good communication skills, with the ability to establish positive relationships with staff and pupils, including those with special educational needs • Excellent organisation skills, with the ability to identify work priorities and manage own workload within agreed parameters • Ability to work under pressure, dealing with conflicting demands and interruptions • Accurate • Ability to work effectively as part of a team • Ability to lead a small team • IT skills including MS Office (Word, Excel, Outlook, Powerpoint)
Other	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the academy, to further knowledge • Willingness to attend offsite H&S training, when required.