



# Job Description and Person Specification

<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Title:</b>	Senior Science Technician
<b>Summary of the role:</b>	Reporting to the Head of Science, the Senior Science Technician is responsible for the supervision of the science technician staff and ensures the provision of a highly effective technician support
<b>Line management responsibility for:</b>	Technicians and Assistant Technicians
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Placing and processing orders, checking deliveries and invoices auctioning any problems regarding the supply of apparatus, equipment and materials.</li> <li>• Preparing apparatus, materials and solutions.</li> <li>• Setting up and checking equipment and apparatus for use in practical classes.</li> <li>• Retrieving and clearing away apparatus etc.</li> <li>• Keeping the laboratories and preparation rooms in a tidy, orderly and safe working condition.</li> <li>• Maintaining, repairing and arranging for the maintenance and repair of apparatus and equipment.</li> <li>• Organisation and storage of equipment, apparatus and materials, including chemicals in accordance with Departmental/Authority policy and established guidelines.</li> <li>• Disposal of waste laboratory materials including chemicals/microbiological waste in accordance with established guidelines.</li> <li>• Contribute to annual science events such as Science Week &amp; Careers Week</li> </ul>



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	<ul style="list-style-type: none"> <li>• Oversee compliance of radioactive chemicals</li> <li>• Assist, where appropriate, with practical lesson activities</li> <li>• Assist on trips organised for science students</li> <li>• Contribute to curriculum planning in respect of equipment availability</li> <li>• Remain up to date with CLEAPPs information and share information within the department</li> <li>• Actively manage H&amp;S: prepare risk assessments for all activities within the Prep room that lie outside of those covered by CLEAPPS for</li> <li>• Ensure all compliance servicing and monitoring is in place</li> <li>• Assist with risk assessments for lesson planning</li> <li>• Participating in the maintenance of satisfactory standards of safety and security in relation to the technician service to teaching in the Science Department in accordance with the School/Authority policy including:             <ul style="list-style-type: none"> <li>– security of goods;</li> <li>– storage of chemicals safety precautions;</li> <li>– the relevant Home Office rules and regulations in respect of animals etc;</li> <li>– the relevant Health and Safety legislation such as COSHH.</li> </ul> </li> <li>• Any other appropriate duties as requested by the Head of Science.</li> <li>• Provide Science Technician service to the summer school with assistance from the Assistant Technician</li> <li>• You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Supervise the laboratory technician to ensure that all tasks are completed safely and efficiently.</li> <li>• Ensure that the laboratory technician has received the training needed to carry out each task.</li> </ul>



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>A scientific background is essential.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>Relevant qualifications are desirable.</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's certificates</li> <li>Discussion at interview</li> <li>Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Experience working in a laboratory environment is desirable as is experience in managing other people.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>



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<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Good organisational skills and ability to work safely.</li> <li>• Ability to work under pressure at busy times.</li> <li>• Ability to work with others.</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Working knowledge of school science.</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours (if applicable to role)</li> <li>• positive attitude to use of authority and maintaining discipline (if applicable to role)</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Patience and tolerance</li> <li>• Friendly but businesslike</li> <li>• Strong work ethic</li> <li>• Good sense of humour</li> <li>• Ability to work effectively in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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