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| Trinity Academy HalifaxJob Description |  |
| Job Title:  | Senior Technician (Science) |  |
| Job Scale:  | Scale 5 (Point 12-17)  |  |

**BASIC JOB PURPOSE**

* Provide senior technician support across the Academy.
* To be responsible to the Curriculum Leader, Science for coordinating the use of, and development of, practical resources and facilities - including the provision of guidance and support - in meeting the practical requirements of the science curriculum.
* Responsibility for ensuring maintenance and stock replenishment of both prep rooms and science resources.
* Line manage Science technicians
* Undertake Health and Safety reviews for both prep rooms.
* Support the development of Health and Safety procedures, wherever possible.

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| **Reporting to:**  | Curriculum Leader, Science (Trinity Halifax) |
| **Responsible for:** | Day to day management of Technicians |

**MAIN RESPONSIBILITIES**

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| **1** | Manage and coordinate the Science preparation rooms and ensure they are resourced, organised and developed as directed by the Curriculum Leader, to meet the performance standards required by the department.  |
| **2** | Oversee the maintenance of laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.  |
| **3** | Report where necessary any Health and Safety issues to the Site Manager or Curriculum Leader.  |
| **4** | Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of labels on chemical products and electrical apparatus including hazardous substances, taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.  |
| **5** | Carry out risk assessments for technician activities. |
| **6** | Provide practical support and guidance for academy staff in the use of materials, laboratory techniques, practices and processes; recommend solutions to technical problems encountered.  |
| **7** | Prepare resources and assemble apparatus. |
| **8** | Take a lead role in the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.  |
| **9** | Set up monitoring systems used in the management and control of practical resources including stock control and financial records.  |
| **10** | Take the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards.  |
| **11** | Promote the observance of a safe and healthy working environment and provide advice on health and safety issues to technical staff, teachers and students. |
| **12** | Advise on the development of systems and procedures so that the work of the Science department may be carried out to best effect. |
| **13**  | Develop Health and Safety documentation, to be used in one or more schools to ensure that preparation rooms meet statutory standards, liaising with Premises Manager and other stakeholders to implement, review and develop these procedures.  |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy Trust, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Senior Technician (Science)** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 GCSE’s or more, including English, Maths and a Science. (GCSE’s or equivalent)
* Good IT skills, with a working knowledge of MS Office packages
* Experience in a science preparation room
* Experience of working in a school or other education setting
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| **Knowledge & Understanding** | * Understanding of safety within the classroom
* Knowledge of health and safety processes and procedures
* Knowledge of the equipment used in Science
 | * Understanding of Safeguarding and Child Protection issues.
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| **Skills & Abilities** | * Work as an effective team member and apply given instructions
* Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines
* Able to apply written and verbal instructions to equipment
* Practical skills, such as cleaning, low level maintenance
* Able to complete log books, records, such as health and safety checks
* Able to organise, plan and complete tasks
* High personal standards and able to provide a role model for students and staff
* Adaptability to changing circumstances/ideas
* Seek support and advice when necessary
 | * Willingness to develop own understanding through advice and training
* Think clearly in emergency situations
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| **Personal Qualities** | * Enjoyment in working with young people and families
* An excellent record of attendance and punctuality
* Prioritise and manage own time effectively
 | * Reliability, integrity and stamina
* Respect confidentiality
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