

## Job description

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| <b>Job title</b>  | Lead Science Technician  |
| <b>School</b>   | Ilford County High School  |
| <b>Reports to</b>   | Director of Faculty/School Business Leader   |
| <b>Salary</b>   | LBR 6-£29,425-£30,308 depending on experience  |
| <b>Hours</b>  | <ul style="list-style-type: none"> <li>• 36 Hours</li> <li>• Term time</li> <li>• As needed</li> </ul> |
| <b>Responsible for</b>  | Science Technicians  |
| <b>Purpose of job</b>   |  |
| To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum.   |  |
| <b>Main duties and responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>• To develop and maintain effective systems for the science technician team.</li> <li>• To undertake appraisal of team members in cooperation with the Director of faculty</li> <li>• To co-ordinate weekly preparation sheets.</li> <li>• To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required.</li> <li>• To identify, plan, co-ordinate and undertake team training requirements.</li> <li>• To maintain records of team training and attendance.</li> <li>• To work in collaboration with the Director of Faculty to manage departmental budgets.</li> <li>• To manage departmental equipment and materials and ensure appropriate stock levels are maintained.</li> <li>• To ensure periodic and routine inspection and maintenance of departmental equipment and resources.</li> <li>• To work in collaboration with the Director of Faculty to ensure risk assessments are carried out.</li> <li>• To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence.</li> <li>• To undertake as and when required those duties which are normally the responsibility of science technicians.</li> <li>• To ensure efficient preparation and organisation of equipment for lessons.</li> <li>• To clean equipment and laboratories after lessons and any chemical spillages when they occur.</li> <li>• To support teaching staff and pupils during lessons.</li> <li>• To liaise with caretaking staff and to record any gas/fume problems.</li> <li>• To ensure the application of Health and Safety procedures and to raise awareness of H&amp;S issues specifically in relation to laboratories.</li> <li>• Be a school First Aider</li> </ul> |  |

## General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

***Person specification***

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|--|---------------------------|-------|-------|
| Job Title  | Senior Science Technician | Grade | LBR 6 |
| School   | Ilford County High School |       |       |
| <b>Education and Qualifications:</b> <ul style="list-style-type: none"><li>• Successful experience working in specialist technical area, possibly in a school environment</li><li>• GCSE 5 A* - C or equivalent, including science</li><li>• Knowledge of COSHH and CLEAPS guidelines</li><li>• Experience in relevant discipline or related qualification</li><li>• Hold a recognised qualification at NVQ level 3 or equivalent experience</li><li>• First Aid trained</li></ul>   |                           |       |       |
| <b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>• Experience of working with or caring for pupils of relevant age.</li><li>• Have an awareness of health and safety issues within the school environment</li><li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li><li>• Commitment to and understanding of Equal Opportunities.</li><li>• Basic understanding of child development and learning.</li><li>• Confidence in dealing with young people, maintaining discipline and motivation.</li><li>• Ability to relate well to pupils and adults.</li><li>• Able to work constructively as part of a team, and responsibilities and your own position within these.</li><li>• Appropriate knowledge of first aid.</li><li>• Effective use of ICT packages</li><li>• Knowledge of GDPR</li><li>• Use of relevant equipment/resources</li><li>• Good keyboard skills</li><li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li><li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li><li>• Ability to lead a team and work as part of a team</li><li>• Ability to prioritise work and deliver deadlines</li><li>• Attention to detail</li><li>• Ability to show initiative</li><li>• Ability to reflect</li><li>• Emotional resilience in working in a range of challenging situations</li><li>• Have a willingness to demonstrate commitment to the values and behaviours</li><li>• Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li></ul> |                           |       |       |

***Other job requirements:***

- Enhanced DBS check.
- Flexible in approach and attitude
- Willing to undertake training