



## **Senior Science Technician**

**Permanent**

**Queen Elizabeth's Grammar School, Ashbourne Academy**

**Required to work 37 hours per week, 42 weeks per year**

QEGSMAT are looking to appoint a Senior Science Technician at Queen Elizabeth's Grammar School, Ashbourne Academy.

An exciting opportunity has arisen for an outstanding practitioner to be the Senior Science Technician. You will be accountable managing the technician support for the science curriculum area and supporting the Head of Science. You will be an excellent communicator, who works in partnership with colleagues to help create a high performance-learning environment that delivers educational excellence.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of our team, please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES.

**Closing date for applications: Monday 11<sup>th</sup> October 2021 09:00am**

**Proposed Interview date: Tuesday 19<sup>th</sup> October 2021**

**Salary: Scale 4 point 7 – 11 £20,092 - £21,748 FTE (pro rated £18,279 - £19,786)**

**Provisional Start date: Monday 1<sup>st</sup> November 2021**

In the interests of economy, we cannot acknowledge receipt of applications so please accept our thanks in anticipation of your interest in this post.



# QEGSMAT

## Job Description

**Post Title:** Senior Science Technician

**Responsible to:** Head of Science

**Responsible for:** Science Technician

**Scale:** 4 (SCP's 7 – 11)

**Weekly Hours:** 37

**Weeks Per Annum:** 42

### **Post Objectives:**

- Contribute towards effective teaching and learning by overseeing the provision of technical support to the Science Department.

### **Duties and Responsibilities:**

- Keep up to date with curriculum developments within the areas of the post holder's responsibility;
- Assess risks for technician activities;
- Ensure that appropriate records are kept or ordering equipment, stationary and books when required;
- Ensure the efficient deployment of Science Technicians throughout the department in order to provide an effective service to teaching staff;
- Provide advice and guidance to the Science Technicians within the department;
- Set work and standards of work for the Science Technicians;
- Monitor the standards and quality of work of the Science Technicians to ensure work is to a high standard;
- Prepare Key Stage 3, 4 and 5 Chemistry, Biology and Physics practical's, whilst following COSHH regulations;
- Run inter-discipline training for Technicians (Biology, Physics and Chemistry);
- Source contractors for external repairs;
- Be responsible for keeping records of orders placed;
- Liaise with suppliers to obtain the highest quality for the best price;
- Maintain a thorough stock control and order system.

The postholder will also be required to carry out the duties of a Science Technician as follows:

- Prepare materials and set up equipment, ensuring that it works satisfactorily for Science classes;
- Assist teaching staff, as required, with class practical work;
- Clean glassware and other equipment;
- Put away equipment and materials, disposing of used materials and chemicals in a safe manner and to maintain hygiene (including cleaning of sinks) and safety standards in laboratory and preparation areas;
- Operate a safe and secure system for the storage of equipment and materials, ensuring they are readily accessible;
- Observe safe working practice in accordance with the school's Health and Safety Policy and COSHH guidelines;
- Monitor levels of stock, assist with regular checks as required, and to order new stocks, ensuring best value, and to check deliveries;
- Manage the department's inventory of equipment and materials and place orders on the system;
- Assist in maintaining appropriate records, statistics and filing systems;
- Maintain apparatus and equipment in good working order and to organise repairs or specific maintenance;
- Assist teaching staff with the general running of practical work sessions in a support capacity;
- Liaise with teaching staff to develop new practical ideas and advise on schemes of work;
- Advise teaching staff on potential problems with equipment;
- To ensure the laboratory environment is clean, safe and orderly at all times;
- To prepare display materials as requested and maintain interesting and stimulating displays in laboratory areas.

## **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**Queen Elizabeth’s Grammar School, Ashbourne Academy**

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Studied to a minimum standard of GCSE (grade C or above) or equivalent, in English and Maths</li> <li>• Lab experience</li> <li>• Experience of managing stock control and keeping records</li> <li>• Working knowledge of health and safety, including COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised science qualification at level 5 or above (e.g. HND)</li> <li>• A science degree is highly desirable</li> <li>• Experience of supervising staff</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Awareness of standard procedures e.g. titrations and making up standard solutions</li> <li>• Able to prepare Key Stage 3, 4 and 5 Chemistry, Biology and Physics practical’s, whilst following COSHH regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies, procedures and codes of practice</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with colleagues</li> <li>• Able to lead and motivate staff, delegating duties as required</li> <li>• Good standard of numeracy and literacy skills and good verbal and written communication skills</li> <li>• Confident use of ICT</li> <li>• Well organised</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Ability to show initiative and to prioritise one’s own work and that of others even when under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to enhance and develop skills and knowledge through Continuous</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li><li>• Ability to work as part of a team and on own initiative and with resilience</li><li>• Self-motivating with the ability to multitask</li><li>• Ability to enthuse and motivate others</li><li>• Efficient organisation</li><li>• Commitment to the highest standards of child protection</li><li>• Recognition of the importance of personal responsibility for Health &amp; Safety</li></ul>	Professional Development
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Print Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_