



Senior Science Technician

City of Derby Academy, QEGSMAT

Permanent

37 hours per week, 42 weeks per year

Scale 4 £20,444 - £22,129 FTE (pro-rated £18,600 - £20,133)

QEGSMAT are seeking to appoint an enthusiastic Senior Science Technician to join our hardworking and high achieving team at City of Derby 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.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

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

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.68% for support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also 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 and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

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If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450, further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: Friday 1st July 2022 (Noon)

Interview date: WC Monday 4th July 2022

Salary: Scale 4 point 7 – 11 £20,444 - £22,129 FTE (pro-rated £18,600 - £20,133)

Potential Start date: Provisional Start date: September 2022



JOB DESCRIPTION - Senior Science Technician

Post Title:	Senior Science Technician
Reporting to:	Head of Science
Responsible for:	Science Technician
Scale:	4 (SCP's 7 – 11)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

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

Main Duties

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, stationery and books when required;
- Ensure the efficient deployment of Science Technicians throughout the department in order to provide and 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 and 4 Chemistry, Biology and Physics practical's, whilst following COSHH and CLEAPSS regulations;
- Run inter-discipline training for Technicians (Biology, Physics and Chemistry);
- Source contractors for external repairs;
- Be responsible for keeping records of orders placed; and liaise with suppliers to obtain the highest quality for the best price
- Maintain a thorough stock control and order system.

The post holder 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/CLEAPSS 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;
- Ensure the laboratory environment is clean, safe and orderly at all times;
- 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.



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Person Specification – Senior Science Technician

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade C or above) or equivalent, in English and Math 		<p>Recognised science qualification at level 5 or above (e.g. HND)</p> <p>A science degree is highly desirable</p> <p>Experience of supervising staff</p>
Experience	<ul style="list-style-type: none"> • Lab experience • Experience of managing stock control and keeping records • Working knowledge of health and safety, including COSHH/CLEAPSS 		<p>Application form</p> <p>Selection process</p> <p>References</p>
Skills	<ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues • Able to lead and motivate staff, delegating duties as required • Good standard of numeracy and literacy skills and good verbal and written communication skills • Confident use of ICT • Well organised 		<p>Application form</p> <p>Selection process</p> <p>References</p>

Knowledge	<ul style="list-style-type: none"> • Awareness of standard procedures e.g. titrations and making up standard solutions • Able to prepare Key Stage 3 and 4 Chemistry, Biology and Physics practical's, whilst following COSHH/CLEAPSS regulations. 	<ul style="list-style-type: none"> • Working knowledge of relevant policies, procedures and • codes of practice 	<p>Application form</p> <p>Selection process</p> <p>References</p>
Personal qualities	<ul style="list-style-type: none"> • Ability to show initiative and to prioritise one's own work and that of others even when under pressure • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to work as part of a team and on own initiative and with resilience • Self-motivating with the ability to multitask • Ability to enthuse and motivate others • Efficient organisation • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety 	<ul style="list-style-type: none"> • Desire to enhance and develop skills and knowledge through Continuous Professional Development 	<p>Application form</p> <p>Selection process</p> <p>References</p>

PRINT NAME _____

SIGNATURE _____

DATE _____