

# LANGLEY PARK SCHOOL FOR BOYS

## Job Description

<b>Senior Science Technician</b>
----------------------------------

<b>Grade:</b>	<b>NJC Scale 4</b>
<b>Hours:</b>	<b>36 hours per week, 42 weeks per year</b>
<b>Name of Post holder:</b>	
<b>Accountable to:</b>	<b>Head of Department</b>

### Job Purpose:

**To supervise and direct the support team of Associate Staff within the Department, in all aspects of their role in the teaching and learning programme. Direct and support junior staff in their role giving on the job training and advice as appropriate.**

### Summary of Responsibilities:

- Working under the direction of the Head of Science, managing the provision of practical equipment and resources.
- Responsible for the leadership and co-ordination of the Science Technician team to ensure a planned provision of practical support.
- Ensure that adequate supplies of materials are available for lessons, including purchasing supplies as required.
- To co-ordinate the preparation of apparatus, solutions and other materials for demonstration and class experiments.
- To prepare information for compliance with current safety regulations.
- To maintain appropriate records for asset management and ensure the safe storage of all items and materials.
- Carry out routine maintenance work as required including safety testing of electrical equipment. (Training required)
- Ensure that all staff are aware of CLEAPPSS and work to Health and Safety guidelines.
- Liaise with suppliers and prepare orders for equipment and chemicals as agreed with the Head of Department
- Liaise with trade representatives and suppliers, order equipment and chemicals, keeping record of department budget.
- Organise and manage the annual Department stocktaking exercise.
- Set up teaching aids and ensure their safe storage.
- Direct the work of the junior staff and assist in their training programme as appropriate.
- Demonstrate practical experiments.
- Perform administrative duties and any other reasonable request from the Head of Department.
- Liaise with ICT support staff.

# Langley Park School for Boys

## PERSON SPECIFICATION

**Job Title:** Senior Science Technician

**Grade:**

	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESIRABLE REQUIREMENTS</b>
<b>Experience:</b>	<p>Working as part of a team in a busy environment.            Working in a Laboratory            Supervisory position            Use of scientific equipment            Testing electrical equipment</p>	<p>Experience working in at least one other school or college             Previous management post</p>
<b>Qualifications:</b>	<p>A good standard of general education including science subjects            Vocational or A Level in appropriate subjects            Management skills training</p>	<p>BTEC standard technicians qualification. ONC HNC            Further appropriate training courses undertaken</p>
<b>Knowledge and Skills:</b>	<p>Basic organisational skills and communication.            Knowledge of storing/classifying materials and using databases. Knowledge of Microsoft Office suite and ability to use at an advanced level.             Confidentiality</p>	<p>Knowledge of science (A level/degree level. Salters microbiology computer data logging.</p>
<b>Aptitudes:</b>	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.            Able to maintain personal drive and energy.            Ability to relate well to people at all levels.            An aptitude to work as part of a team whilst also being self-motivated and action-orientated.            A high level of personal organisation skills.            An ability to manage your own personal stress levels.            A commitment to provide a quality support to the pupils and parents of Langley Park School for Boys.            Personal integrity, dedication and commitment to the school</p>	<p>A real interest in lifelong learning and the work of schools within the community.             Being ready to take advantage of additional training towards a more flexible working role within the school.</p>
<b>Circumstances:</b>	<p>Willingness to work irregular hours on occasions.</p>	<p>Flexibility</p>