

PARADIGM TRUST

IPSWICH ACADEMY

JOB DESCRIPTION	
Post Title: Lead Science Technician	Grade: Grade Scale 5
	Date: May 2016
RESPONSIBLE TO: Science Lead with Senior Responsibilities	

PURPOSE OF THE JOB

As Lead Science Technician organise and execute the delivery and development of technical services in order to support the science curriculum of the academy for all students. Help to service the science curriculum across the whole academy.

Contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the academy which promotes equality within, and values the diversity of, the academy community.

Innovate and develop partnerships with organisations such as IOP, RSC and other professional bodies. To be proactive in developing resources that support the curriculum.

DUTIES AND RESPONSIBILITIES

- Operate a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability.
- Prepare, assemble, set up, and test materials, components, apparatus, tools and equipment and ensure their retrieval and clearing away after use.
- Assist with demonstrations when required.
- Contribute to the preparations for practical examinations/assessments, including attending practical examination previews if appropriate.
- Provide administrative support for science staff, including provision and production of resources e.g. photocopying.

- Development of Faculty resources and liaison to support best practice in curriculum development, with a particular and initial focus on physics related topics.
- Contribute to Health and Safety across the whole school including administration tasks and reporting related to this.
- Provide up to date technical advice and assistance to teachers and students, including assisting in practical classes as requested by science teachers.
- Construct and/or modify simple apparatus using basic workshop skills.
- Provide technical advice and assistance to teachers and students, including assisting in practical classes as requested by science teachers.
- Construct and/or modify simple apparatus using basic workshop skills.
- Report any needs for the maintenance and repair of apparatus and equipment either by staff or contractors.
- Log incidences of maintenance, repair and testing carried out.
- Set up, operate and monitor systems to ensure the maintenance of practical facilities and laboratory services, liaising with other staff as appropriate.
- Ensure security of storage of resources, materials and equipment at all times.
- Assist with the ordering of stock and resources, in line with academy financial regulations.
- Follow systems for ascertaining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the needs of the science curriculum.
- Help to maintain specialist science resources, including animal and plant collections, and observe CLEAPPS regulations governing the same.
- Comply with CLEAPPS regulations governing the provision of apparatus and materials for microbiological, radioactive and chemical work.
- Collect specimens for curriculum purposes.
- Participate in the development of practical and technical facilities for science to meet teaching/learning needs, including assisting with the planning layout of new facilities and giving advice on specialised requirements in furniture, fittings and services.
- Comply with health and safety regulations, among others, matters relating to CLEAPPS, Health and Safety at Work Acts, Electricity at Work Regulations.
- Operate and monitor systems for the safe storage of equipment, apparatus and materials, including chemicals
- Provide advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment.
- Support Master Classes and other such special events.
- Filing and database administration.
- Budgeting and working with the Head of Faculty on forward planning and curriculum development.
- Provide support for controlled assessments (only applies for academic year 2016-2017).

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's policies and ensure anti-discriminatory practice at all times.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the line manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.

Signed _____
Postholder

Date _____

Signed _____
Executive Principal/Principal

Date _____

PERSON SPECIFICATION		
Lead Science Technician		
	Essential	Desirable
Qualifications		
Qualified in a physics or physics related area with supporting knowledge of biology and chemistry.	X	
Experience		
Experience of working as a senior technician or lead science technician role, preferably within an education environment.	X	
Proven ability to manage effectively under pressure.	X	
Excellent Health and Safety awareness as demonstrated by relevant CPD (within the last 5 years).	X	
Knowledge and understanding		
Good understanding of the science key stage 3 and 4 curriculum as relates to technical requirements. Note: Exploring science and new Edexcel specification are used at Ipswich Academy.	X	
Understanding of databases and electronic filing.	X	
Good numeracy skills and ability to work with quantity.	X	
Understanding of budgeting and forward planning.	X	
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.		X
Skills and abilities		
Self-motivated and proactive. Ability to work independently and manage accurate work within deadlines.	X	

Good organisational skills and ability to work under pressure.	X	
Ability to build good working relationships with staff.	X	
Development of a good rapport with students.	X	
Ability to work effectively as part of a team to ensure the needs of the pupils are met appropriately.	X	
Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.	X	
Good verbal and written English communication skills.	X	
Additional		
Ability to innovate and suggest development plans supported by appropriate evidence.		X
Have a vision for change and improvement and continuous professional development.		X
Professional training in Health and Safety.		X
Sound understanding of science and scientific methodology.	X	
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	X	
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.	X	

Applicants should note that all of the above will be tested as part of our robust selection process and should ensure all of the criteria are evidenced in the written application. Candidates shortlisted for interview will be required to provide evidence of qualifications and may be subject to competitive selection tests.