JOB DESCRIPTION

Job title: Science Technician

Main job purpose
This post is intended for a Technician with higher level of qualifications/experience/expertise undertaking more advanced work.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

Main responsibilities and duties

- To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- To prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- To contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
- To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- To play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and skills
An advanced, vocational or academic qualification in the relevant subject area (e.g. BTec Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.
OR
Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

Supervision and management
General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Problem solving and creativity
Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Key contacts and relationships
Daily interaction with teaching staff, pupils and other support staff. Also, contact with external suppliers and contractors, as required.

Decision making
Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate), undertaking research to support teacher and/or pupil projects and activities.

Resources
I.T. skills for presentation, analysis and recording purposes are desirable. We use Lab Logger. Competent use and application of specialist equipment for the relevant subject area/department (e.g. power tools and computer aided design equipment for Design and Technology activities).

The range of equipment used and number of workshops/laboratories etc will depend upon the particular school. Shaftesbury School has an extensive number of preparation rooms and Science Labs. Protective clothing will be provided and must be worn at all times.

Working environment
Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate. Although all Science labs are situated within a small walking distance of each other, some movement between prep rooms and labs will be required.
PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Head of School.

Safeguarding Responsibilities for this post
Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification, and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020