



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Senior Technician

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- To provide leadership and line management to, and secure high standards of service delivery from the wider technician team working across science, technology and the creative and performing arts.
- As a science technician, to ensure that the practical work areas across science are properly serviced with an outstanding technician to ensure a high-quality service can be delivered to students across the school.
- To lead in the provision of technical support for teachers in a range of learning situations and contribute to enrich and enhance the learning experience, maximising the impact on outcomes for students across the school.
- To ensure procedures are in place and adhered to in line with Health and Safety requirements and other relevant legislations.

#### General duties and responsibilities:

- To promote and safeguard the welfare of students.
- Line management and daily supervision of the schools' technician team.
- Providing help, advice and guidance to science technician(s), staff and students in experimental work within the classroom.
- Demonstrating and supporting practical science experiments/activities (and theoretical science activities as part of the intervention programme) to small groups and assisting advanced learners in their understanding of the process of preparing equipment.
- To support individual students or small groups in science on practical or theoretical science activities as part of the intervention programme and as required to ensure student progress.
- Working closely with the Director of Science to ensure that resources for schemes of learning are in place and readily available to staff and students for each period of assessment and learning.
- Managing provision of resources, maintenance of materials and equipment in advance of requirements across all practical workspaces within science to ensure the efficient use of class time and maximise the impact of practical work on teaching and learning.

- Maintaining a high standard of cleanliness and organisation of preparation items in science. Also includes the care of plants and animals including feeding and cleaning.
- Responsible for the correct storage, allocation, calibration and maintenance of all specialist science equipment and tools.
- Responsible for the storage, handling and disposal of delicate and potentially dangerous materials and residues in science e.g. Dissection samples / hazardous waste chemicals.
- Providing help and guidance to other technicians, staff and students in ICT/data logging of equipment and lesson requirements to ensure effective deployment of resources.
- Ensuring department teaching and working areas all comply with Health and Safety requirements and other relevant regulations and maintaining these areas, ensuring that resource materials are clean, and that minor repair work is completed appropriately.
- Managing COSHH regulation adherence within the department including the safe and secure storage of resources, the preparation and labelling of hazardous substances and risk assessments.
- Ensuring that materials and equipment (including fume cupboards) are safe to be used and available as requested by teachers across the department (CLEAPPS and annual inspection and maintenance contracts are kept up to date at appropriate times and effective administration systems are available for inspection by external agencies i.e. insurers).
- Ensuring that half termly Health and Safety visual inspection is conducted for each workspace within the practical and classroom spaces with records being evident and referrals made as appropriate.
- Responsible for the appropriate recording of the use materials especially chemicals to ensure that stock levels are maintained and that there is no unauthorised use of the school's resources particularly dangerous chemicals.
- Responsible for inputting orders onto the finance systems, liaising/negotiating with suppliers and maintaining appropriate records.
- Coordinating the visits of external speakers.
- Supporting teaching staff with trips and visits and transition activities appropriate to the curriculum area, also ensuring these are resourced as requested.
- Ensuring and co-ordinating the installation and maintenance of appropriate classroom and corridor displays within the science area.
- Ensuring the Local Rules for Managing Radioactive Materials are followed, including during any fire/evacuation/critical incident.
- Being involved in the recruitment of technicians.
- Providing training on the correct use of equipment and to demonstrate experiments to staff as part of the induction and training programme or as required to meet the needs of the faculty.
- Overall responsibility for ordering of stock and resources for all 3 subject disciplines.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Wolfreton School and Sixth Form College and The Consortium Academy Trust, as your employer and you as an employee of the school and Trust. In addition to the school's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy and the school's protocols.

#### **Additional duties**

- Contribute to the overall ethos / work / aims of the school.
- Develop constructive relationships and ensure effective communication with all staff.
- Participate in training and other learning activities and performance development as required.
- Attend and participate in regular meetings with the Director of Science to provide updates on health and safety matters and risk assessment, and to share any issues or concerns.
- As a member of a team, respond to support the team at exceptionally busy periods as required, including providing cover for absent colleagues as necessary to maintain efficiency of service.
- Support the Fire/Evacuation Policy and Procedures acting as a Fire Warden.

- Provide additional supervisory support of students on the school site as required, ensuring a positive attitude to learning around school including challenging any non-compliance with procedures, both within normal working activities and whilst on duties around the site.
- Assist in administering routine tests and invigilation of departmental and national exams and provide clerical/administrative support as required.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

This job description is not necessarily a comprehensive definition of the post and only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Principal accountabilities may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the school.

### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

#### **Qualifications and Training**

##### Essential

- GCSE or equivalent in English and Maths at level 2
- Level 2 GCSE/NVQ or equivalent in a science-based subject.
- COSHH qualification
- First aid at work or emergency first aid qualification (or willing to complete)

##### Desirable

- A Level in Science
- Knowledge of using SAGE Intacct

***Relevant experience may substitute for the above qualifications however you may be required to progress towards the successful completion of the essential qualification.***

#### **Experience, Knowledge and Skills**

##### Essential

- Minimum of 2 years working in a school / college environment
- Experience of working with the wide range of chemicals, biological and physics material encountered in secondary science departments
- Experience of monitoring Health and Safety and producing risk assessments
- Demonstrable successful experience in line management, performance management and successful delegation of duties
- A knowledge and commitment to safeguarding and child protection obligations and to promoting the welfare of children.

- A knowledge and understanding of and the ability to handle, the wide range of chemical and other biological/physics materials encountered in secondary science, technology and creative and performing arts departments and the associated hazards.
- Knowledge and understanding of practical science procedures and hazards management, including though CLEAPSS
- Knowledge and understanding of how to use CLEAPSS information to monitor procedures and hazard management in technology and the creative and performing arts.
- A good understanding of the relevant working practices and relevant legislation E.g. COSHH
- A knowledge of Health and Safety requirements associated with day-to-day activities on site.
- A knowledge and commitment to policies and procedures relating to attitudes to learning and expected behaviour within school
- A knowledge of the GDPR and the requirements associated with school data.
- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people in a school situation.
- Ability to follow and interpret instructions and to follow policies and work within them whilst using initiative as required.
- Able to organise own workload, prioritise in the context of varied tasks and delegate professional and to good effect.
- Ability to work independently, making judgements and influencing staff with positive effect through negotiation and explanation of purpose.
- Ability to deal with variable work situations, analyse situations and plan appropriate interventions to achieve desired outcomes.
- Good time management skills and ability to work to tight deadlines.
- Good numeracy/literacy skills.
- Good IT skills (e.g. Microsoft Office and ability to use MIS, Finance and other IT systems)
- Ability to communicate with a wide range of audiences, including students, other employees within the school and across The Trust, parents, professional advisors and others.
- Accurate, well organised approach to work.

### **Values and Personal Competencies**

#### Essential

- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people
- High degree of personal integrity and confidentiality. Ability to respond quickly and effectively to changing situations with a positive attitude.
- Good communication (written and verbal) and inter-personal skills.
- Contributes to the overall ethos/work/aims of the school with a positive and can-do attitude.
- Team focused with the ability to work independently and take initiative. The post holder is required to use basic courtesy, tact, clear articulation on simple instruction. On occasions, the post holder is required to use influencing skills, basic caring and training skills.
- The post holder is required to use courtesy, tact and clear articulation to access accurate information working to tight deadlines.
- Ability to produce written/email correspondence conveying instructions, guidance or information to parent/carer and external agencies.
- Projects a professional image.
- Committed to the values and vision of the School and Trust.
- Committed to equality, diversity and inclusion.
- A role model of the School and Trust's Values.

Wolfreton School and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to a Disclosure and Barring Service (DBS) check.

Your duties will involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required by the Headteacher.