The Harefield Academy

Job Description

Post: Senior Science Technician

Main Purpose of the job: To establish and maintain a first class and
dynamic technical support service

Responsible to: The Technician Coordinator

Responsible for: Junior Technician

School Type: The Academy is a publicly funded independent
secondary school for pupils aged 11 to 18.

Grade: To be agreed

Hours: 36 hours per week, 40 weeks per year

General

- All post holders will have access to performance management systems
  and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this
  post and does not describe in detail all the tasks required to carry them
  out. All staff are expected to be flexible to ensure the most effective
  organization and delivery of learning
- General tasks are varied from time to time to take into account the
  changing nature of The Academy and demands made upon it. Such
  changes are a normal part of the post and, as such, do not constitute a
  change to the general job description.

There is an expectation that all adults who work at The Harefield Academy
will:
- Create opportunities to support the Academy vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the ways in which we behave,
talk to each other and strive for excellence in all that we do.
- Support the Academy uniform policy for students and echo this through
  professional and business-like mode of dress.
Job Purpose

- Technical Support Deployment
- Inter-Discipline training for Technicians (Biology, Physics and Chemistry)
- Well being and development of technical staff
- Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H.H.
- To ensure that statutory safety regulations and safe practice is complied with, relating to teacher/technician skills qualifications, and student involvement in the classrooms and workshops.
- Daily and weekly laboratory servicing, termly inspections and annual clean
- Practical preparation, including materials, equipment, stock, standard solutions and specimens
- Setting up, testing and demonstrating practical equipment to ensure that Students gain the most from the scientific experience
- Recovery of residues, and safe disposal in accordance with legislation
- Care of animals and specimens for observational and experimental purposes
- Liaising with teaching staff to develop new practical ideas and advise on schemes of work
- Developing new systems in the laboratories and prep rooms to improve the technical support service
- To plan, advise and help organise with the technical team the move to the new Academy buildings
- Maintain records of books within the department and those issued
- Carrying out in-house repairs, calibration and maintenance
- Sourcing contractors for external repairs
- Responsibility for science petty cash accounts
- Responsibility for keeping records of capitation and orders placed
- Liaise with suppliers to obtain the highest quality for the best price.
- Maintaining a thorough stock control and order system
- Inventory Management
- Ensuring an up to date chemical database exists
- Operating laboratory documentation systems including organisation of work sheets, filing, hazard data and legal records.
- To help organise lessons if the teacher(s) are absent.
- To use flexible time responsibly and to be punctual and maintain a high level of attendance.
- Such other duties as shall from time to time be agreed with the Principal.

Other Duties

Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Principal, the Director of Learning or Governors in accordance with the changing needs of The Academy.
Person Specification

The following are requirements for this post:

Essential

- High standards of achievement and professionalism
- Ability to communicate effectively, orally and in writing.
- Good organisational and planning skills including prioritising tasks.
- Ability to initiate within own role.
- Thinking creatively to anticipate and solve problems
- High expectations of others
- Successful experience of working within teams.
- Staying calm and cheerful when working under pressure.
- Confident in offering support and guidance to staff and students.
- Sharing and contributing to the aims and ethos of The Academy including a positive attitude to working with people with disabilities.
- Commitment to the personal development of all students, staff and self.
- Being prepared to take advice, recognising own need for development and being keen to learn new skills.
- To have a good health and attendance record, and being committed to maintaining this to carry out a busy and demanding post.

Desirable

- Successful experience of managing and organising own work.
- Having a sense of humour