

<b>Organisation:</b>	Leeds Sixth Form College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	[N/A]
<b>Core Job Role:</b>	Lead Science Technician
<b>Job Title:</b>	Lead Science Technician
<b>Reports to:</b>	Programme Manager
<b>Grade</b>	LC6
<b>Date of compilation:</b>	July 2023

### CORE RESPONSIBILITIES:

1. Ensure all equipment prepared for lessons in accordance with Teacher specifications.
2. Organisation, preparation, repair, cleaning, transport and collection of all Subject related equipment and materials.
3. In conjunction with the appropriate teachers to advise, demonstrate and help students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities.
4. To also advise and train staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, new ways of demonstrating experiments, new techniques or procedures available.
5. To assist and advise staff on the preparation and layout in the classrooms for practical exercises.
6. Understand the Schemes of Work & syllabi of Science in order to prepare for practical lessons.
7. Preparation of Stock Orders and ensure supplies, materials and equipment are correctly invoiced.
8. Responsibility for general Departmental administration including photocopying etc.
9. To be responsible for stock keeping, using the computerised stocktake database to include chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained. Carrying out regular stocktaking checks and ordering as necessary.
10. Keep up to date records and logs of all necessary paperwork (including stock records and maintenance logs).
11. Keep up to date with H&S regulations and with Subject specific developments.
12. Ensure full implementation of all H&S regulations across the Subject areas.
13. Carry out Risk Assessments for Technician activities.
14. Organise the efficient storage and record keeping of chemicals, equipment and machinery.

15. Organise the safe and secure disposal of hazardous waste.
16. Carry out safety checks on Science equipment and record faults and action taken.
17. To pay due regard to Health and Safety in the school, including the update of the Science Health & Safety Policy (in conjunction with the Head of Department). Science Department risk assessments and make arrangements for the necessary inspections to comply with the existing legislation liaising with the Local Authority Officer at the annual Health & Safety Audit.
18. To be responsible for the safety, repair and general maintenance of all resources, equipment and tools in conjunction with the appropriate line managers.
19. To advise manager of any maintenance or inspection needed by the equipment which is beyond post holders' competence.
20. Attend regular meetings with other support and technical staff.
21. Attend Subject specific meetings.
22. To assist in the development of appropriate resources, schemes of work and teaching strategies in the subject area.
23. To ensure the effective/efficient deployment of resources.
24. To plan and prepare adequately for the purposeful accomplishment of your responsibilities.

#### **DEPARTMENTAL RESPONSIBILITIES:**

1. To support the overall work of the Science Department, as requested.
2. To manage the allocation of work between the post holder and the other technician(s). To ensure the quality of the work provided by the other technician(s) is of an appropriate standard for the purpose required, arrange training, appraisal and performance management.
3. To work in close association with other technical staff and admin support staff as required and to assist in keeping areas in neat, clean, tidy and safe condition.
4. To seek opportunities to develop the role of technician in order to better serve the changing needs of the school.
5. Participate in enrichment activities as requested.

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#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody our Organisational Culture:

**Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

**Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

**Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

**Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

**Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

**Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Lead Science Technician
<b>Department</b>	Sixth Form / Applied Science

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1 GCSE English and Maths, grade A* - C or equivalent	A / C
E	Q2 Educated to A Level or equivalent in either physics, chemistry or biology	A / C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	EK1 Previous experience of working in an educational environment	A / I
D	EK2 Basic First Aid Training	A / I
D	EK3 Knowledge and experience of school science and current regulations regarding safe working practice	A / I
E	EK4 Good understanding of a range of chemicals and their properties	I

E	EK5 COSHH training as appropriate	A / I
D	EK6 Knowledge and understanding of health and safety regulations	I
D	EK7 Familiarity with school science laboratories and equipment	I
D	EK8 Understanding of relevant policies and codes of practice	I
E	EK9 The ability to encourage and inspire young people to achieve	I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1 Good communication	A / I
E	SC2 Able to work on own initiative and within a team	A / I
E	SC3 Ability to manage resources	I
E	SC4 Able to manage own time effectively	I
E	SC5 Able to work under pressure	I
E	SC6 Proven ability to work creatively and collaboratively, with a minimum of direct supervision	I
E	SC7 Ability to use and adapt other CMIS & ICT packages to promote effective administration, organisation, communication and management	A
E	SC8 Willing to self-improve, learn and develop	I
E	SC9 Ability to work as team player and to foster good working relationships with a variety of different people in College	A / I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I