



THE BAY  
LEARNING TRUST

## Job Description

### Senior Science Technician

<b>Responsible to:</b>	Head of Science
<b>Grade &amp; Range:</b>	NJC APT&C Pay Scale Grade 6 (Points 11- 19)
<b>FTE Salary:</b>	£21,748 - £25,481 (Pay review pending)
<b>Weekly Hours:</b>	37.00
<b>Paid Weeks per Year:</b>	Term time only
<b>Start Date:</b>	As soon as possible
This is a permanent role subject to successful completion of a six-month probationary period.	

#### Purpose of the role

With reference to or guidance from a teacher or senior member of support staff, co-ordinate the provision of technical support for learning activities, and the preparation and maintenance of teaching areas and equipment for pupils.

#### Accountabilities/Responsibilities – appropriate for this post:

##### Key duties:

1. In consultation with or under the guidance of a teacher or senior member of support staff, co-ordinate the planning, developing and/organising equipment and procedures for the specialist technical area.
2. Assist the teacher in producing lesson and work plans and deliver technical learning activities under the overall supervision of a teacher
3. Undertake routine maintenance of technical equipment
4. Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils
5. Advise, allocate, and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers
6. Develop and implement plans to safely and securely store allocated resources / materials / equipment
7. Update records, including production of reports and analysis of information.

##### Individuals in this role may also:

1. Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources
2. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

## **Additional supporting information – specific to this post.**

### **Indicative knowledge, skills and experience**

- Experience working in the same technical area with training equivalent to NVQ Level 3.
- This profile would be applicable for a technician working in Science, Design & Technology, Art, Food Technology, Performing Arts or Sport.

### **Grade Profile**

#### **Level Six – Operative / Support (Grade 6)**

#### **Level Six Purpose**

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

#### **Scope of Work**

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

#### **Accountabilities/Responsibilities**

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

#### **Skills, knowledge and experience**

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

#### **Performance Measures**

- Completion of work to required standards, deadlines and timescales.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

## **Professional Development**

The successful candidate must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people. The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

**Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

## **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

Job description prepared by:	N.Bilsborough	Date:	08/11/2021
Agreed by post holder:		Date:	

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