



JOB DESCRIPTION

POST TITLE:	Senior Specialist Technician
RESPONSIBLE TO:	Head of Biology
PAY GRADE:	Grade 5 NJC points 13 – 16 pro rata
JOB PURPOSE:	Within a specific science discipline to be responsible for the design and delivery of systems which support teachers in providing rich and effective practical work and other aspects of the curriculum; maintain and promote a healthy and safe working environment for the specific science area and offer professional guidance, assistance and support to teachers (and pupils) on the practical aspects of the curriculum.

Main Duties & Responsibilities

Support for pupils

- Use specialist skills, training and experience to support students, as required by the Head of department
- Advise and assist students carrying out complex investigations, as required by the Head of department e.g. supporting in KS5 practical lessons

Support for Department

- Assist in the planning, development and organisation of systems/procedures/policies which promote efficient delivery of the practical aspects from the curriculum
- Be responsible for maintaining a safe, purposeful, orderly and productive working environment
- Be responsible for accurate preparation and timely delivery of specialist equipment/resources/materials as required by teachers to deliver the planned curriculum
- Be responsible for the timely collecting, auditing and storage of returned equipment/resources/materials following use by teachers
- Support the Head of department in resourcing classes during periods of staff absence, so that productive learning can continue, reporting all concerns to the Head of department
- Provide reprographics support for the department and Head of science, as part of a department system which promotes effective delivery of the curriculum
- Be responsible for the management of stock levels to allow effective delivery of the curriculum, including auditing, placing orders (including local purchasing as necessary), checking deliveries and invoices, and management of a budget
- Be responsible for maintenance/quality/safety of complex specialist equipment and undertake repairs/modifications within own capabilities and report other damages/needs
- Be responsible for the safe storage of equipment/chemicals/materials



- Be responsible for the safe disposal of waste materials, following regulations, guidelines and local requirements (including as part of laboratory maintenance requiring a specialist)
- Assist in the planning, budgeting and resourcing of the curriculum, including the trialling and development of new or alternative activities
- Provide technical advice and support on health & safety issues to teaching, and other staff where necessary
- Provide highly specialist advice, guidance and demonstration as required e.g. to teachers at different stages of their careers, to other members of staff, and to pupils as necessary or directed by the Head of department
- Keep up to date with health & safety requirements (including attending courses & reading publications)
- Carry out risk assessments for technician activities
- To undertake the lead role within the department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard
- Be responsible for regular routine lab checks, including maintaining relevant records
- Maintain all relevant records or resources
- Where relevant, be responsible for the maintenance and welfare of plants and animals within the department

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and endeavour to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of Keswick School
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils
- Recognise own strengths and areas of expertise and use these to advise and support others
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.

This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.

This post requires an enhanced DBS check



Ofsted Report 2024



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
 Keswick School Multi Academy Trust
 a company limited by guarantee
 Registered in England: Company Number: 07664297
 Registered Office: Vicarage Hill, Keswick, Cumbria,
 CA12 5QB. Tel. 017687 72605
 Email: admin@keswick.cumbria.sch.uk
 Web: <http://www.keswick.cumbria.sch.uk>

PERSON SPECIFICATION

POST TITLE: Senior Specialist Technician

Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<p><i>This will include</i></p> <ul style="list-style-type: none"> NVQ 4 or equivalent or experience in relevant discipline 	<p><i>This may include</i></p> <ul style="list-style-type: none"> Specific training in the specialist area
Knowledge & Experience	<p><i>This will include</i></p> <ul style="list-style-type: none"> Experience in specific area related to post Effective use of ICT to support learning skills Use of complex specialist equipment and resources <p>Full working knowledge of relevant policies and codes of practice and legislation</p>	<p><i>This may include</i></p> <ul style="list-style-type: none"> Several years experience working in a relevant discipline in a learning environment Working knowledge of national curriculum in specialist area, according to particulars of the post Understanding of statutory frameworks relating to teaching, according to particulars of the post
Skills & Abilities	<p><i>This will include</i></p> <ul style="list-style-type: none"> Excellent numeracy/literacy skills Ability to self-evaluate learning needs and actively seek learning opportunities <p>Ability to relate well to children and adults</p>	<p><i>This may include</i></p>
Personal Qualities	<p><i>This will include</i></p> <ul style="list-style-type: none"> Ability to build and form good relationships with students, staff and others Ability to communicate in a clear and succinct manner Must be both well organised and flexible 	<p><i>This may include</i></p>



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The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria



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Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.



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