

Job Description

Job Title:	Senior Science Manager
Scale:	Grade 5
Hours:	37 hours per week. Term time.
Location:	Parkside Academy
Responsible to:	Subject Leader
Role Purpose:	<ul style="list-style-type: none"> To provide a professional, efficient & effective range of scientific skills and activities across the school and wider Trust, in accordance with agreed Trust policies and procedures, to ensure delivery of a first-class service.
Generic responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. To model the values, ethos and vision of the Trust. To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature. Gain understanding and support the continuous improvement of IT operating processes. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
Specific responsibilities:	<ul style="list-style-type: none"> Work in conjunction with the class teacher to support whole class activities, as well as working on your own with individuals, or groups of, students. Prepare classrooms for practical sessions, ensuring all learning materials are available for the set lesson. Make up solutions. Assemble apparatus. Deliver equipment to rooms. Collect, check and return equipment to stores. Take care of laboratory equipment and apparatus. To be responsible for the arrangement of maintenance and repair of resources. Construct and modify apparatus. General laboratory cleaning (bench surfaces, fixed equipment etc.) Clean laboratory sinks, emptying / supervising the emptying of sink traps. To be responsible for the organisation and storage of chemicals and equipment. To responsible for the stocktake of chemicals and/or equipment. Care for plants and/or animals. To be responsible for health & safety checks on laboratories, prep rooms and stores. To supervise students in class during absence of their class teacher (short term) in accordance with school policy. To be responsible for safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate. To be responsible for orders; checking deliveries and invoices. Trial practical activities. To be responsible for risk assessments for technician activities. Assist in practical classes. Keep up to date with developments in practical science and health & safety requirements, (by attending courses and reading publications)
Special Conditions:	<ul style="list-style-type: none"> Participate in training and other learning activities and performance development as required. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
Qualifications and Experience	NVQ Level 2 or equivalent in a relevant subject	*	
	NVQ LATA Level 3 science-based degree or equivalent qualification.		*
	Experience of work in a school laboratory		*
Knowledge, Skills and Abilities	Ability to demonstrate scientific experiments/ techniques to students of all ages and abilities.	*	
	Ability to demonstrate high standards student support	*	
	Good ICT skills.	*	
	Up-to-date knowledge in scientific developments.	*	
	Attention to detail.	*	
	Numerical skills.	*	
	Knowledge and compliance with policies and procedures relevant to child protection and health and safety.	*	
	Organisational skills and ability to meet deadlines.	*	
	Ability to work on your own initiative and as a member of a team.	*	
	Ability to prepare briefing papers for teaching staff.		*
	Good communication skills both written and verbal.	*	
	Actively and reasonably keep up to date with developments in fields associated with this post.		
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	Personal presence and impact	*	
	Ability to work as a team member to achieve common goals.	*	
	Positive attitude and enthusiastic approach.	*	
	Initiative, energy and perseverance.	*	
	Promote a positive image of the Academy to students, parents/ carers and visitors.	*	

Assessment against the criteria outlined above will be through the Application Form, Interview Process and References.