



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

SCIENCE TECHNICIAN

Salary on Commencement Scale 4 £17,527 (including allowances)

Term-Time, 40 weeks per year

35 hours per week, Monday to Friday

The school requires a suitable candidate with laboratory experience or a scientific background to join our team of Science Technicians.

The successful applicant will mainly be responsible for overseeing technical support within the Science Faculty for the 11 – 19 age range. Knowledge of General Science would be an advantage.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 10% of schools nationally and 48% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12.00 noon, Tuesday 24 April 2018

No agencies, faxes or CVs.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE:	Science Technician
GRADE:	Scale 4 (Range 18 – 21)
RESPONSIBLE TO:	Head of Science via the Head Science Technician
JOB PURPOSE:	To support the teaching staff by undertaking a range of technician tasks designed to facilitate smooth and effective delivery of the science curriculum

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS:

- Responsible, under the supervision of the Head of Science and the Head Science Technician, for the ordering of materials and equipment which is necessary specifically for the teaching of Year 7 - 13 within the school in Science in line with current schemes of work.
- Preparing and laying out of apparatus and materials necessary for the delivery of science, within the school. Maintenance and storage of such apparatus and materials. This may include the construction and repair of laboratory apparatus.
- Responsibility, as directed in conjunction with other laboratory technicians, for the general maintenance and operational efficiency of each laboratory or teaching space, including the care and maintenance of services, apparatus, stores, preparation areas and work surfaces, reporting the need for repairs to the Site Manager and notifying the Head of Department.
- The monitoring, recording and maintenance of equipment to meet the needs of the faculty.
- Requisitioning apparatus and materials to the standard appropriate to the courses delivered; receipt and storage of apparatus and materials including materials requiring special care e.g. toxic, corrosive, inflammable materials, radioactive substances, all in line with faculty health and safety policies.

- Day to day communication, liaison and co-operation with all members of the science technician team in order to contribute to the continual improvement of science teaching at Drayton Manor. In particular, to co-ordinate the provision of apparatus for Science teaching and cross-discipline modular science teaching with the rest of the technician team.
- Maintaining preparation rooms, stores and the taking of all necessary precautions to avoid danger to persons or property and to wear a laboratory coat in accordance with the policy of the faculty and the school.
- The setting up and first line maintenance of audio-visual aids used in conjunction with the rest of the technician team. Recording and cataloguing of audio-visual material.
- The maintenance and replenishment of resource banks, books and videos, used in the teaching of Science and those specific to modular science.
- Assistance in Science faculty administration as necessary, including book collection and display work.
- Assistance in inputting data onto the Science database
- The setting up and first line maintenance of ICT equipment used within the laboratories
- Such other reasonable duties including reprographics as may be requested from time to time by the Head of Science Department or the KS Co-ordinator in line with the general scope of the post.
- Ordering, stocking and distributing stationery
- Portable Appliance Testing
- Health and Safety record maintenance
- To *cover* for other technicians in cases of absence, as far as knowledge allows
- To distribute cover work to relevant classes during staff absence



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PERSON SPECIFICATION

POST TITLE **Science Technician**

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sound general education • A Level Science / Technical education to GNVQ Level 2 	<ul style="list-style-type: none"> • Further qualifications
Experience		<ul style="list-style-type: none"> • Experience as a Laboratory Technician
Ability / Skills	<ul style="list-style-type: none"> • Ability to rapidly learn new skills and techniques to laboratory preparation • A working knowledge of basic laboratory equipment its use and maintenance • An awareness of the need to plan for Health & Safety • Ability to meeting deadlines 	<ul style="list-style-type: none"> • IT skills
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues • Evidence of commitment to and understanding of collective responsibility • To act as a positive role model for students in the school. 	<ul style="list-style-type: none"> • Strong interpersonal and liaison skills • Able to demonstrate a degree of empathy with students