



Shrewsbury School

## ***JOB DESCRIPTION and PERSON SPECIFICATION***

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### **TECHNICIAN (Chemistry)**

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<b>Section:</b>	Support Staff Science Faculty	<b>Salary Range:</b>	£16,394pa to £24,657pa
<b>Responsible to:</b>	Head of Faculty	<b>Annual Leave:</b>	30 days
<b>Status of position:</b>	Permanent (Subject to 12 months probationary period).	<b>Hours of Work:</b>	37.5 hours per week

### **I. INTRODUCTION**

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team,

which includes the Human Resources Manager, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

## **2. JOB PROFILE**

There is a team of three Technicians within the Chemistry Faculty who are members of the support staff of the school and are ultimately accountable to the Bursar; however the day-to-day Line Management responsibility will be the Head of Science and Head of Chemistry. The Technicians work closely with the Head of Chemistry to agree programmes of work and overall policies for the provision of apparatus and equipment.

Technicians are responsible for a number of activities in the Faculty. The vacant position is a full-time role and the successful person will be expected to draw on their knowledge of chemistry to ensure the classrooms and activities are appropriately set-up and conducted in a safe manner.

## **3. MAIN PURPOSE OF ROLE**

The Technician's primary duty is to provide equipment and materials for practical lessons as requested by the teaching staff. Detailed information is usually available in schemes of work or teachers will provide lists of their requirements. Almost half the lessons involve AS and A2 students in the Sixth Form.

## **4. LEVEL OF POSITION**

The Technician will be directly responsible to the Head of Science / Head of Chemistry who is responsible for day-to-day Line Management responsibility to include appraisal, training and development and health and safety.

## **5. DUTIES AND RESPONSIBILITIES**

The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions that may not be illustrated below.

Main Responsibilities:

- To liaise with teaching staff to discuss timetables, equipment requirements and work plans.
- To set up equipment and rooms for lessons and practical laboratory work.
- To maintain and organise the safe and efficient storage of equipment and materials.

- To run trials of experiments prior to lessons.
- To ensure that solutions and equipment are accurately made up in accordance with relevant instruction.
- To ensure that the classroom is clean and tidy (i.e. clearing-up) after practical lessons, washing glassware and maintaining stocks in classrooms.
- To carry out general housekeeping tasks such as thorough cleaning of laboratories each holiday, testing portable electrical equipment and checking the reliability of fume cupboards to provide a safe working environment for everyone in the department.
- To ensure that the department is free from potentially hazardous, and to ensure that all health & Safety procedures are understood and followed correctly at all times.
- To provide general assistant to teaching staff as required.
- To prepare, update and organise information for teaching staff and pupils on the safe and efficient use of equipment.

#### General

- It is an essential requirement that the Technician is fully conversant with relevant the Health & Safety at Work Act 1974. Various books and documents are available for reference.
- To contribute proactively to the overall performance of the Faculty and assisting in continuous improvements as instructed.
- To carry out and participate in Shrewsbury School's appraisal and development procedures and liaise with the Head of Chemistry/Head of Science in regard to training requirements.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

#### **Contacts**

In all contacts the Technician will be required to present a good image of Shrewsbury School as well as maintaining constructive relationships.

## 6. TERMS AND CONDITIONS

The Technician will be expected to work during normal School hours, including Saturday mornings. The timetable changes during winter months, when lessons run on into the early evenings on some weekdays. Work will continue through the school holidays, but at a less intensive rate.

- **Salary:** The salary range will be between £16,394pa to £24,657pa on the Science Technicians Pay Structure (attached). The successful applicant will be placed on a scale point in accordance with their experience and qualifications.
- **Hours:** This position is full-time, working both in term-time and in the school holidays. Normal working hours are 37.5 hours per week, as detailed below:

### Term-time hours

- Monday 8.30am - 5.00pm (8 hours) 30 minute lunch
- Tuesday 8.30pm - 4.00pm (7 hours) 30 minute lunch
- Wednesday 8.00am - 12.00pm (4 hours) no lunch
- Thursday 8.00am - 3.00pm (6.5 hours) 30 minute lunch
- Friday 8.30am - 4.00pm (7 hours) 30 minute lunch (*11.00am - 6.30pm during winter timetable*)
- Saturday 8.30am - 1.30pm (5 hours) no lunch

### School holiday hours

During school holidays your hours will revert to Monday to Friday, 09:00 hours to 17:00 hours with an unpaid 30 minutes lunch break.

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed / expected to meet the demands of the School.

- **Holidays:** Science Technician's holiday year runs from 1 September to 31 August and a full year's entitlement is 30 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year as employment will commence part way through the year.
- **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions up to 3-5%, employer up to 4.5-7.5%) subject to auto-enrolment Regulations.
- **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- **Life Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.

Other Benefits:

- You will be able to enjoy a free school lunch at Kingsland Hall when the kitchen is open.
- You will be able to use the school sports facilities, when not otherwise in use.



Shrewsbury School

## Person Specification TECHNICIAN (Chemistry)

*A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise*

Description	Essential	Desirable	Method used
<b>Qualifications</b>			
A good standard of education.	✓		A / D
A degree in Science and/or Chemistry would be a distinct advantage.		✓	A / D
Evidence of continued personal professional development.		✓	A / D
First Aid qualification		✓	A / D
<b>Work Experience</b>			
At least 2 years' experience of working in a Technician role.	✓		A / I
Previous experience of working in an educational environment would be an advantage.		✓	A / I
Previous experience of working in a chemical or biological environment is highly desirable		✓	A / D
Able to prepare materials from written instruction.	✓		I / D
Experience of mixing chemicals	✓		A / D / I
Prepared to have a 'hands-on' and pro-active approach.	✓		I / D
Ability to mix solutions accurately.	✓		A / D
Excellent office management experience.	✓		A / D / I
An appreciation and understanding of health and safety good practice and chemical safety legislation together with the ability to identify potentially dangerous hazards.	✓		A / D
<b>Specialist Knowledge</b>			
Good level of IT literacy with working knowledge of Microsoft Applications.	✓		A / D / I
All round knowledge of the Health & Safety at Work Act 1974.	✓		A / D / I

<b>Description</b>		<b>Essential</b>	<b>Desirable</b>	<b>Method used</b>
	<b>Personal Attributes</b>			
	Able to relate to young people and ability to gaining co-operation, trust and respect from pupils and colleagues.	✓		A / D
	Good time management skills	✓		I
	Ability to self-organise, set and meet deadlines while working under pressure with minimal supervision and on your own initiative.	✓		D / I
	Must have a can-do attitude and commitment to continuous improvements.	✓		A/ D/ I
	Capable of working under pressure and producing a consistently high standard of work.	✓		I / D
	Ability to work as part of an established team, working and supporting colleagues.	✓		I / D
	Well organised, task orientated and able to co-ordinate a range of activities	✓		I/ D
	Must be prepared to clean classrooms and other areas/equipment in the Faculty.		✓	I/ D
	<b>Other / Special Working conditions</b>			
	Some out of hours and weekend work may be required. Therefore the successful applicant must be willing to work additional hours to suit the business needs of the School.	✓		A/ D/ I

# TECHNICIANS PAY STRUCTURE CRITERIA 2017/2018

Pay Structure	Salary Scale	Salary Range:	Salary Scale Points:	Salary Bar	Criteria to go through Bar
Senior Technician	Scale 4	£23,111 - £24,657pa	25 - 27	27	The Senior Technician cannot go through the salary bar of 27, this is the top of the scale.
Technician 3	Scale 3	£20,541 - £22,401pa	21 - 24	24	See criteria stated below
Technician 2	Scale 2	£18,672 - £19,819pa	17 - 20	20	See criteria stated below
Technician 1	Scale 1	£16,394 - £18,319pa	6-16	16	See criteria stated below

## **Criteria:**

- Qualifications and experience
- IT experience/training and competency
- Ongoing Personal Professional Development
- Participation in the Annual Review Appraisal Scheme.
- First Aid / Fire trained
- Overall contribution to the Faculty (going over and beyond job description)