



HOE VALLEY SCHOOL

SCIENCE TECHNICIAN

JOB SPECIFICATION

THE SCHOOL

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- A small, four-form entry over-subscribed secondary School that opened in September 2015 to serve the local community of South Woking
- Currently has year 7 and 8 students who will begin their GCSE courses within year 9
- Committed to knowing all of our students' talents and strengths and their areas for development. This allows us to personalise the curriculum to stretch and motivate all of our students
- Following the national curriculum offering an extended day allowing time for additional Maths, English, Science and project based learning
- A Google School with ICT fully embedded in all curriculum areas
- Employing outstanding, experienced teachers and teaching assistants
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- Currently located in the green space of Woking Park close to Woking Town Centre and Station which allows us to deliver PE, dance, drama, music and assemblies at Woking Leisure Centre and enjoy formal lunches together with top catering company, Tremblays, at Woking Football Club
- Moving to a state of the art new School in September 2018 on Egley Road, Woking with brand new facilities for Science, including 7 bespoke designed laboratories
- Committed to supporting our staff to have a good work / life balance, to offering bespoke CPD programmes including buddying staff with peers in local outstanding Schools and trusting our staff to deliver excellent outcomes

THE ROLE

We are looking for a passionate, talented and rigorous Science Technician to join our dedicated faculty in helping the School on its journey to becoming an established and outstanding community School.

Reporting to the Head of Science, the successful candidate will prepare and source (when applicable) Science materials and equipment to support the teaching and learning of Science lessons, maintain Science class and prep rooms, their equipment and services, and maintain the stocks of Science chemicals and equipment. The job holder may be required to assist with other duties and departments as reasonably required. They will share the School's vision and the belief that all young people can achieve at high levels.

Like all staff at HVS, the job holder will contribute to the journey of the School to being an outstanding School and be part of the growth of the School and its move to the permanent home in

summer 2018. As the School grows, it is expected that this role will develop to meet the needs of the School.

The role is full-time, term-time only, 40 hrs a week with expected working hours of 8.30am to 5pm although there is some flexibility for the right candidate.

The School is committed to offering bespoke professional development pathways to all members of staff and would ensure the successful candidate has a development programme in place.

CORE RESPONSIBILITIES

Supporting Science Teaching and Learning

- To deliver equipment to rooms in a state fit for immediate teaching
- To collect, check and return equipment to stores as soon as possible
- To make up solutions and assemble, construct and modify apparatus
- To carry out and arrange for maintenance and repair of resources
- General laboratory cleaning (bench surfaces and fixed equipment)
- Obtaining materials by local purchase
- Caring for plants and/or animals
- Keeping up to date with developments in practical science through CLEAPSS
- To contribute to Programmes of Study through testing of practical activities, in collaboration with members of the Science Faculty
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques
- To assist the Science Faculty in maintaining high profile across the School through offering vibrant and exciting learning opportunities
- To assist in ensuring that classrooms within the faculty present a stimulating environment through the display of students' work and other exemplar materials
- To assist in the promotion of high participation levels of Science outside of the curriculum and to contribute to the extra-curricular enrichment activities of the School
- Placing orders; checking deliveries and invoices
- Keeping financial records and to work with the Head of Science to ensure the Faculty is cost effective and runs to budget

Health and Safety

- Organising and storing chemicals and equipment appropriately and safely
- Stocktaking chemicals and/or equipment
- Disposing of waste materials appropriately and safely
- Keeping up to date with health & safety requirements through CLEAPSS
- Carrying out health & safety checks on laboratories, prep rooms and stores
- Carrying out 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 advise the Head of Science or faculty staff in technical support, including health & safety guidance
- Carrying out risk assessments for technician activities and to support all Faculty staff in their development of risk assessments for practical activities within Programmes of Study
- Providing technical support to students, including health & safety guidance

General duties

- To work as part of the overall support team of the School to ensure the School runs smoothly and effectively at all times
- To embody the School's values both on and off site
- To observe and implement current school policies and good practice
- To participate in and attend meetings and training as appropriate, including CPD days
- To support school events as required
- To embody the School's values and represent the School in a positive manner at all times
- To take an active role in their own professional development in line with performance management objectives
- To undertake such other duties as requested by Head Teacher/ Senior Leadership Team as are reasonably required as part of the role

As a new School, job roles will evolve as the School grows, develops and moves to its permanent premises. The above list is not exhaustive and maybe subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Science-related discipline at A-level standard or equivalent	Evidence of other relevant CPD qualifications	Application form
A* - C grade in English and Maths at GCSE level or equivalent		Application form
	Any specific course/training/qualification	Application form
Experience		
GCSE-level subject knowledge in Biology, Chemistry and Physics	A knowledge of standard practical work undertaken up to GCSE level and one or more Science A-levels	Application form & interview
	Experience of work as a Laboratory technician in an educational setting	Application form, interview & reference
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating		Application form, interview & reference

<p>endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		