



King Edward's

W I T L E Y

Job Description – Science Technician

Overall Purpose

Provide technical support to the Physics Department and the overall Science Department when required.

Reporting to: Subject Head of Department

Location: King Edward's Witley

Direct reports: None

Hours of work: 37.5hrs per week, 37 weeks per year, Monday to Friday 8.00am until 4.00pm, or 8.30am until 4.30pm, with 30 minutes' unpaid break for lunch, plus occasional evening / weekend work on a time in lieu basis.

Annual leave: As per the School holidays.

Main Duties and Key responsibilities

- Assistance with the repair of apparatus.
- Setting up and clearing away of apparatus.
- Practical work and keeping request lists up-to-date.
- Stock-taking of equipment on a regular basis.
- Keeping up-to-date with safety regulations and advising members of staff as appropriate.
- Making sure equipment conforms to statutory regulations for safety and providing the relevant Hazards, liaising with the Health and Safety Officer in this respect.
- Assisting all staff about the suitability and availability of apparatus for practical work.
- Having a specific responsibility for the assigned laboratories, ensuring that they are in working order and liaising with the maintenance department when matters require attention.
- To carry out such other tasks as may be required from time to time by the Subject Head of Department/ Head of Science.
- Financial matters – maintaining accurate records of budgetary spend and overseeing the submission of invoices, payment of bills, etc.
- Maintenance of book lists; assisting with the collection and distribution of books to pupils.
- Labelling of equipment and maintenance of book stock.
- Managing the audio/visual material; maintaining the audio-visual list and ensuring it is up-to-date and working with online resources.
- Liaising with the administration office regarding the collection of post.

Additional duties

- Assistance with the bulk photo-copying of material for whole cohorts and examinations.
- Organisation of the laundry for lab coats.
- A willingness to assist on school trips during the teaching day as requested.

Person Specification

Essential

- Previous experience in a technician role.
- Practical skills and/or scientific background
- Relevant technical knowledge and experience.
- The ability to use appropriate software for planning and organisation, ideally Microsoft Excel, Word and Outlook
- Team player, flexible, co-operative, helpful, self-aware, collaborates well
- Ability to work alone or as part of a team.
- Able to work in a clean, tidy and professional manner.
- The ability to multi-task on a daily basis.
- To be able to work unsupervised on designated tasks.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular.

Desirable

- Appropriate scientific A'-Level or higher qualification equivalent scientific qualification
- Experience of working in a Science department.
- Experience of working in an educational or scientific environment
- Hold a clean driving licence.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's and Barrow Hills Schools as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, the School is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £20m which provides for children in need of a boarding style of education. In 2016-17 the foundation provided support to over 100 pupils to attend the School.

King Edward's School is a co-educational boarding and day school for some 420 pupils, around 62% of whom are full boarders. It caters for broadly equal numbers of boys and girls, with main entry points at 11+, 13+ and Sixth Form.

Around 45% of students are from abroad, from over 40 countries. There is a Sixth Form of 170, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2010 a move to the International Baccalaureate as its sole Sixth Form curriculum, only recently reversed with the advent of the reformed linear A-levels: King Edward's is among the top 10 co-educational IB schools in the country and the Headmaster is a member of HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by taxi from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's School Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.