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**Science Technician**

**An exciting opportunity has arisen for an enthusiastic Science Technician to join our growing Science department**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first Year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. Bolingbroke Academy provides a first class learning environment based on outstanding teaching, great relationships and excellent facilities. Our staff are pivotal to our success and as part of the Bolingbroke and wider Ark schools team, you will have the opportunity to work with great colleagues and develop your career through our professional development programme.

This is an exciting opportunity to work in our growing Academy and to play an important part in its development. We are looking for a dedicated and enthusiastic **Science Technician** responsible for assisting in the day-to-day support of the learning environment of the Academy, monitoring standards and practices within the labs and providing technical and learning assistance in the classroom. In particular, the Science Technician will ensure that high standards of Health and Safety are maintained at all times, assisting with inventory of equipment and liaising with equipment providers to ensure good quality provision.

**The ideal candidate will:**

* be a team player with strong organisational and communication skills;
* be keen to learn and develop their skills;
* ideally have experience of working in a school environment;
* be committed to Bolingbroke Academy’s ethos of high expectations.

**The successful candidate will have the opportunity to:**

* join a network of Ark schools and gain access to an exclusive range of benefits including reduced gym membership and a comprehensive CPD provision.

Please apply at <https://goo.gl/ibBt4g>, and submit your application no later than **11am** on **Thursday 31st August 2017.**

For further information please contact the recruitment team on [recruitment@arkonline.org](mailto:recruitment@arkonline.org) or 0203 116 6345.

**Deadline: 11am on Thursday 31st August 2017**

**Interviews:** To be held week commencing 4th September 2017.

**Location:** Wandsworth, London

**Start date:** September/October 2017

**Salary:** Ark Support Staff Pay Scale, Band 4, Points 11 - 18: £19,175 - £21,760 per annum, pro rata. Actual salary: £17,106 - £19,412 per annum

**Hours:** 37.5 hours per week, term time only

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Science Technician**

**Post Title:** Science Technician

**Department:** Science

**Reporting to:** Senior Science Technician and Head of Science

**Hours:** 37.5 hours per week, term time only

**Job Purpose**

To support the delivery of Science teaching within the Academy by providing practical day to day support and ensuring that the learning environment (classrooms and display boards etc.) meets departmental needs and guidelines.

**Key Responsibilities**

* To prepare, and where appropriate, manufacture teaching materials to ensure effective support for teaching staff in the Science department
* To repair, maintain and store equipment in order to guarantee safe and effective upkeep
* To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved
* To assist with the inventory of equipment and stock control in order to maintain an adequate supply of equipment for teaching use
* To receive and check deliveries of supplies to ensure accuracy from suppliers
* To support students in the classroom environment, assisting in the learning process as appropriate
* To liaise with equipment providers to ensure good quality provision and value for money
* To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice
* To prepare, set up, clear away and clean apparatus and chemicals
* To service the laboratories and other practical areas
* Other appropriate tasks as requested by the Senior Science Technician or Head of Science.

**Academy Culture**

* To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships
* To demonstrate a commitment to equality of opportunity for all members of the Academy’s community
* To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy
* To uphold the Academy’s polices with consistency and diligence.

**Person Specification: Science Technician**

**Qualification Criteria**

* Right to work in the UK (Essential)
* One of the following (Essential):
  + - NVQ2 in Laboratory and Associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent
    - Degree level qualification or equivalent
    - Previous experience of working in a school environment as a Science Technician.

**Personal Characteristics**

* Helpful, positive and calm nature (Essential)
* Able to communicate and relate well with children, parents and members of the community (Essential)
* Keen to learn and develop own skills (Essential)
* Flexible attitude with the ability to adapt quickly to new demands (Essential)
* Genuine belief in the potential of every pupil (Essential)
* Committed to the values and ethos of the Academy (Essential)

**Knowledge and Experience**

* Knowledge of Health & Safety legislation as it relates to the work of a school (Desirable)
* Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals (Desirable)
* Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools (Desirable)

**Skills and Abilities**

* Ability to work in an organised and methodical manner (Essential)
* Ability to identify work priorities and manage own workload within agreed parameters (Essential)
* Ability to work effectively as part of a team (Essential)
* Ability to demonstrate high level of communication skills, both orally and in written form (Essential)
* Ability to maintain a high level of attention to detail (Essential)
* Ability to carry out risk assessments in relation to laboratory work (Desirable)
* Ability to main a range of tools and equipment (Desirable)
* Ability to prepare equipment and materials for lessons, as requested by the teaching staff (Desirable)

**Other**

* Understanding of the importance of confidentiality and discretion (Essential)
* Committed to equality of opportunity and the safeguarding and welfare of all pupils (Essential)
* Willingness to undertake training (Essential)
* This post is subject to an enhanced Disclosure and Barring Service check.