



Marylebone Boys' School

STUDIO ET INDUSTRIA

Vacancy details

Job title: Science Technician

Responsible to: Head of Science

Salary: £19,000

Hours of work: Monday to Thursday 08.00 – 17.00, Friday 08.00 – 15.00

Terms: Permanent, full time

Starting: As soon as possible

OVERVIEW

Marylebone Boys' School is a Free School which opened in September 2014. We now have 480 boys in Years 7-10 and we will keep growing year by year until the school is full. We will add a mixed Sixth Form from 2019 and will eventually have over 800 pupils studying at our school.

We are an inner-city boys' school with a cohort of 50% Pupil Premium students. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria", which can be translated as "through application and hard work".

In September 2018 we will move to our permanent site, a brand new school located in the heart of the prestigious Paddington Basin area. We will be part of a wider development by Westminster City Council, just a stone's throw from Paddington Station with all the benefits of Crossrail as well as the existing Underground and National Rail connections.

We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS.

JOB PURPOSE

To provide technical support services to the Science Department, including the preparation of materials, setting up of equipment for class practical sessions and maintaining equipment for use.

KEY RESPONSIBILITIES

- Be responsible for supporting teaching staff in the preparation of their lessons, including Health and Safety requirements.
- Deliver and set up equipment in labs and then clear and wash-up after practical lessons.
- Be responsible for keeping science labs and the prep room safe, tidy and well organised.
- Trial practical activities and assist in lessons where required.
- Dispose of waste materials in a safe and secure way.
- Ensure that resources are maintained in a safe condition for both students and staff to be able to use.
- Responsible for ensuring equipment and chemicals are stored in a safe and appropriate manner.
- Participate in the maintenance of satisfactory standards of safety and security in accordance with COSHH regulations, the Health and Safety at Work Act and departmental and school safety policies.
- Organise the use of display space within the department and throughout the school as directed by the Head of Department.

MANAGEMENT OF RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, E-mail, photography equipment)
- Maintain and repair the apparatus/ equipment used by the department and report other damages/needs
- Construct items within the department to improve effective use of space and/or delivery of the curriculum
- Maintain tidy and organised work spaces and storage areas
- Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to
- Provide advice and guidance to staff, students, parents/carers and others

The duties listed above are not an exhaustive list; employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment for disabled applicants, or for continued employment for any employee who develops a disabling condition. This job description is current at the date advertised but may, in consultation with you, be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

	Essential	Desirable
Experience	You will be able to manage a busy workload and effectively prioritise tasks that need to be completed.	You would have experience of working in a similar role.
Knowledge	You will understand the importance of Health and Safety and	You will ideally have knowledge COSHH regulations, with particular reference to young people.
Personal attributes	Good communication skills Calm under pressure. Maintains confidentiality. Enthusiastic. Ability to adapt to a variety of situations. Shows initiative. Sense of humour. Team player	Shows capacity to take a leadership role in the school.

APPLICATION PROCESS

- Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.
- Please also complete the application form and a supporting statement (no more than two sides of A4).
- The deadline for this role is Friday 20 July 2018, however we will candidates to interview on receipt of suitable applications before the deadline, therefore early applications are advised.

INTERVIEW PROCESS

- We will interview applicants on receipt of suitable applications.
- We will only interview candidates who provide 2 satisfactory referees as part of our commitment to safer recruitment practices and child safeguarding.
- The interview process will include practical assessment and an interview.
- We will offer feedback to those who are unsuccessful in the interview stages.