

APPOINTMENT OF

 SCIENCE TECHNICIAN

 Required September 2017

Closing date: 9am, Monday 26th June 2017

Interviews to follow thereafter

 **Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

 **Tel: 020 8940 6982 e-mail: jralph@christs.richmond.sch.uk**

[**www.christs.richmond.sch.uk**](http://www.christs.richmond.sch.uk)

June 2017

Dear Candidate

Thank you for your interest in the position of part-time Science Technician at Christ’s School.

Christ’s School is a Church of England comprehensive school for 800 young people aged between 11 and 18. It is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds. Our new sixth form is currently in its third year of operation and we currently have 54 year 12 students and 39 year 13 on roll and expect that number to increase next year. In October 2014 we moved into our state of the art new sixth form building which will eventually hold up to 180 sixth form students.

All members of our community are encouraged to learn and achieve. We recognise and celebrate success wherever we can. We believe that we all have talent and that it is our responsibility to identify, nurture and develop that talent to the best of our abilities with the help, guidance and support of others.

There are currently 46 full time and 8 part time members of the teaching staff. We have 41 support staff on a variety of full and part time contracts. Our catering and cleaning staff are employed by sub-contracted firms.

Our outcomes have dramatically improved over the last seven years. The Ofsted report from the December 2016 inspection and the SIAMS inspection report from February 2016 were very favourable indeed. Results and reports are available to access through the school website.

Applications should be sent in the form of a completed online application form and a letter outlining why you feel you are suited to this post. Please email completed applications to Mrs Julia Ralph - jralph@christs.richmond.sch.uk. Only complete application forms will be considered and forms with missing elements will be returned for completion. If you have any queries about what is expected in a particular section of the form or to arrange an informal visit, please telephone Julia Ralph on 0208 439 9652 and she will be able to help you.

References may be taken up before an offer of a post has been made. However, no appointment will be formalised until all satisfactory references have been received and a DBS (formally CRB) check has been completed. In the interests of Safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.

We are looking for completed application forms (email only) to be returned by 9am, Monday, 26th June 2017.

**Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Christ’s School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

**Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS (formally CRB) enhanced disclosure will be required.**

We look forward to receiving your application form, and in the **supporting statement** we would ask you to include how your skills and experience fit the person specification and make you the right person for this post. Please include some examples of the impact you have secured in your current post.

I do hope that the information you have received will encourage you to apply for this post.

Yours sincerely,

**Alison Greenwood (Mrs)**

**Chair of Governors**

Job description: Science Technician

JOB TITLE: Science Technician

RESPONSIBLE TO: Senior Science Technician

RESPONSIBLE FOR: Preparation, cleaning, maintenance and development of equipment and resources for the successful delivery of the Science curriculum

SALARY SCALE: Grade 4, Point 18 – (£8,479.04 p.a. actual)

WORKING: Part-time, 18 Hours per week – Term time only (39 weeks)

**JOB SUMMARY**

To organise, deliver and develop technical services to the Science Department/Faculty of the School in order to support the teaching of a range of Science subjects by that Department.

**PRINCIPAL ACCOUNTABILITIES**

1. Maintaining the delivery of technical services to the Science Department assisting with the use of equipment and supplies as teaching aids as required
2. Assisting teaching staff in the identification of the technical support needs generated by the curriculum and development of the curriculum
3. Ensuring compliance with health and safety regulations is maintained at all times in the delivery of technical services
4. Continuing to develop professionally to ensure the service and advice to the Department is up to date in all areas

**JOB CONTENT**

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

1. Maintaining the delivery of technical services, including:
2. Ensuring the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability
3. The preparation, assembly, setting up, and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use. Carrying out demonstrations when required
4. Ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate
5. Providing technical advice and assistance to teachers and pupils including assisting in practical classes where appropriate. Constructing and/or modifying simple apparatus using basic workshop skills
6. Assisting the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation. Maintaining accurate records of all maintenance, repair and testing carried out
7. Setting up, operating and monitoring systems to ensure the maintenance of practical facilities and laboratory services, liaising with other staff as appropriate. Locking up of laboratories and stores and securing equipment when not in use
8. Overseeing the maintenance of the Department’s specialist resources, including animal and plant collections, and observing Home Office regulations governing the same.
9. Assisting with the provision of apparatus and materials for microbiological, radioactive and chemical work, and compliance with COSHH regulations governing the same.
10. Arranging the collection of specimens for curriculum purposes
11. Ensuring correct use and simple maintenance of audio visual aids specific to the Science Department.

2. Assisting teaching staff in identifying needs generated by the curriculum, including:

1. Participating in the development of the Science Department’s practical and technical facilities to meet teaching/learning needs, including assisting in planning layout of new facilities and advice on specialised requirements in furniture, fittings and services
2. Identifying equipment needs in consultation with teaching staff and participating in the selection of new items.
3. Maintaining awareness of recent scientific and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development.
4. Collaborating with other technicians within the department.

3. Ensuring compliance with health and safety regulations, among others, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with the Authority’s regulations and Departmental Policies, including:

1. Operating and monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
2. Assisting with the disposal of waste laboratory materials, including chemical and biological waste
3. Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
4. Ensuring that apparatus, equipment and tools are appropriately maintained and issued
5. Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
6. Ensuring that risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information
7. When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.
8. Participating in relevant training as identified by review and the School Development Plan.

**JOB CONTEXT**

**Reports to:** Senior Science Technician

**Contacts:** The Head Teacher, Head and other staff of the Science Department, other school staff, pupils and their parents, School Governors, external suppliers, representatives of bodies undertaking safety inspections

**Financial Responsibilities:** Assisting the Senior Science Technician in managing the school’s budget for purchase of Science Department consumables

**Key Organisational Objectives:**

The postholder will contribute to the school's objectives in service delivery by:

1. Enactment of Health and Safety requirements and initiatives as appropriate
2. At all times operating within the school’s Equal Opportunities framework
3. Acknowledging Customer Care and Quality Initiatives
4. Commitment and contribution to improving standards for pupils within the Department as appropriate
5. Contributing to the maintenance of a caring and stimulating environment for pupils

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

**Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

**Special Conditions of Service:**

The post holder may be required to work outside of normal school hours on occasion, with due notice.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**SCIENCE TECHNICIAN – Person Specification**

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| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | BTEC/TEC Higher Certificate or Advanced City and Guilds or HNC/HND or Bsc or equivalent | Certificate for the testing of mains electrical equipment. First aid certificate |
| **Experience** | Minimum of 5 years relevant experience (including training). | Experience of similar post in a school. |
| **Knowledge** | Knowledge of science in relation to the main subject specialisms and curricular requirementsKnowledge of relevant health and safety regulationsKnowledge of available materials, apparatus and equipmentAwareness of on-going trends and developments in curriculum content and teaching methods | Knowledge of the organisation and administration, aims and objectives of the school.Understanding of school budgetingAwareness of educational developments which affect the role of the senior science technicianKnowledge of learning theory and teaching methods |
| **Skills and Abilities** | Ability to work proactively in managing the safe and efficient daily running of technical services to the science department, use of resources and spaceHigh level of general laboratory technical skills and the ability to respond technically to changes in course content and teaching method Ability to manage systems of acquisition, processing maintaining and repairing stockAbility to organise own tasks with minimum supervision and to set and work to agreed targetsAbility to communicate effectively with pupils and persons at all levels. |  |