



Thomas's Kensington

Science Technician – Job Description

Part-Time (20 hours a week)

Required for January 2018 (or earlier)

The successful candidate for this post will ideally have qualifications relevant to the post but training for the position is available and the candidate should either be experienced in or willing to assist with children's learning.

This position is part time, term time only. Days and hours of work are flexible and will be discussed at interview.

a. Accountable

- To the Head of Science

b. Key areas of responsibility

- Timely and accurate preparation of specialist equipment/resources/materials as required by staff – following a weekly lesson plan
- Maintaining efficient storage systems for equipment and materials
- Liaising with academic staff to discuss timetables, equipment and work plans
- Running trials of experiments prior to classes to ensure safe techniques
- Preparing equipment and chemicals before lessons – anything from test tubes to microscopes
- Preparation of laboratory solutions
- Maintaining and repairing equipment and laboratory apparatus
- Ensuring that equipment is properly cleaned and that chemicals and other materials are appropriately stored and/or disposed of
- Cataloguing audio-visual resources and making them available when requested
- Supporting the work of teachers in practical sessions when needed
- Managing the stock control of chemicals and equipment, taking account of the relevant safety requirements

- Ensuring that all health and safety (and CLEAPPS) procedures are understood and followed correctly
- To help ensure that the laboratories are an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom
- To attend staff meetings, School INSET, and attend professional courses to enhance assisting effectiveness and qualifications as required.
- To comply with all Health and Safety requirements
- To ensure the best possible practice
- To be willing to play an active part in the life of the school

Information for applicants:

Our website www.thomas-s.co.uk contains detailed information about Thomas's London Day Schools in general and Thomas's, Kensington in particular. It gives an insight into our values, ethos, facilities, curriculum and community.

Tatler Schools' Guide described us as "Education in Technicolor!"

We are a co-educational school with approx. 400 pupils, comprising a three class per year group from Reception to Year 6. Pupils depart either at 11+ to their senior school or transfer to our sister school, Thomas's Battersea, to complete preparation for 13+ senior school entry.

Year groups are led by a year group leader. Reception to Year 2 make up our Lower School and Years 3-6 constitute the Prep School. Each class has a maximum of 20 children.

We set high academic standards and have a truly broad and balanced curriculum. The following subjects are specialist taught: Art, Drama, ICT, Music, French, P.E., Science and Latin in Years 4, 5 and 6. In the Prep School there is some academic subject setting.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.