

THE LADY ELEANOR HOLLES SCHOOL

JOB DESCRIPTION

POST TITLE:	Science Technician
REPORTS TO:	Senior Science Technician
RESPONSIBLE TO:	Head of Physics
RESPONSIBLE FOR:	Preparation and provision of resources required for lessons in the Physics Department and assistance with lessons in other science departments as required.

HOURS OF WORK

- ❑ To work 26 hours a week, excluding the lunch break which is unpaid, for 35 weeks of the year. Exact times to be negotiated with the Senior Science Technician.
Note: There must always be some technical support during lessons. Early morning lessons must also be prepared and equipment cleared away from late afternoon lessons.
- ❑ To work during School terms, including any INSET days and two days prior to beginning of autumn term and one day prior to other terms. Any other days to be the subject of negotiation with the Senior Science Technician.

LESSON PROVISION

- ❑ Prepare equipment, chemicals, specimens etc and set out apparatus, visual aids and relevant paperwork for all lessons.
- ❑ Clear laboratories and store all apparatus after use, checking that rooms are clean and ready for the next lesson.
- ❑ Set up data logging equipment.
- ❑ Purchase consumables ready for the lesson, arranging time with colleagues so that technical support is still being provided during absence.

MAINTENANCE

- ❑ Check all equipment is in good working order, making repairs wherever possible or arranging for repairs from an outside source if necessary.
- ❑ Purchase and collect materials from local shops as required.

STOCK CONTROL

- ❑ Catalogue equipment for stock control and storage purposes.
- ❑ Order new stock and equipment.
- ❑ Issue text books and maintain book records.
- ❑ Make simple apparatus rather than purchase ready-made kits wherever possible.

HEALTH AND SAFETY

- ❑ Work in accordance with all Health and Safety regulations and advise staff on safety issues.
- ❑ Deal with emergencies in lessons, breakages and spills.
- ❑ Assist in preparing risk assessments.
- ❑ Carry out periodic safety checks on specialist equipment as required and to check all apparatus is safe to use before it is put out.

LIAISON

- ❑ Assist with technical support in other departments as arranged in negotiation with the Senior Technician to cover for absence or to provide specialist expertise.
- ❑ Carry out end of day, end of week and term checks in all laboratories on a rota basis as arranged with the Senior Technician.
- ❑ Contribute to the smooth running of the Science Department as a whole.

GENERAL

- ❑ To take part in training programmes provided by the School.
- ❑ To undertake such other duties which may be reasonably required.

SAFEGUARDING

- To adhere to School policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the School in accordance with School policies.

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must hbe willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

THE SCIENCE DEPARTMENT

The Science Department consists of Biology, Chemistry and Physics Departments. The three heads of science subjects run their own departments; organising departmental budgets, timetable allocation, schemes of work, etc., for their own subject area. Science is taught in years 7 and 8 and there is a separate KS3 co-ordinator to administer this area of the Science curriculum. Separate sciences are taught in year 9 before pupils choose either Triple Science or Science & Additional Science. In the sixth form Biology, Chemistry, Physics and Psychology are taught at Advanced level.

There are 16 members of staff who teach in the Science Department and they are supported by a team of 6 technicians, all under the guidance of the senior technician. There are ten well equipped laboratories. The Science Departments meet on a regular basis to ensure the smooth running of the department and the three Science Departmental Heads, together with the KS3 and KS4 co-ordinators, hold regular meetings.

THE ROLE OF THE TECHNICIAN

A job description is attached. The Line Manager will be the Senior Science Technician.

THE PERSON

The post calls for a highly organised and adaptable person who can work independently and use their own initiative to satisfy the practical needs of the Department. They need to be able to set up standard equipment for demonstrations and to carry out simple running repairs on small pieces of apparatus.

Prior experience of working in a School laboratory would be an advantage but given sufficient scientific knowledge, training could be provided.

A reasonable level of ICT skills is required and the post holder should be confident in the use of a PC and related equipment such as photocopiers, projectors, data loggers, scanners and printers. However, the most important asset required for this job is the ability to work easily as a member of a team. In this respect flexibility, a positive attitude, a good sense of humour, patience and the ability to remain calm when under pressure would be invaluable qualities.

This is a hugely rewarding and satisfying role, working as a member of a very happy team of staff and technicians in very pleasant conditions.

**THE LADY ELEANOR HOLLES SCHOOL
PERSON SPECIFICATION**

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
Knowledge / Experience			
Scientific qualifications to a minimum of A level standard, or equivalent	✓		AF / I / R
At least two years previous experience of working in a scientific field		✓	AF / I / R
Ability to use equipment to construct apparatus, and to make up stock solutions	✓		AF/I /R
Previous experience of working in a school laboratory		✓	AF
To be confident in the use of a PC and related equipment	✓		AF/I/R
Personal Skills and Attributes			
Organised and able to prioritise	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I / R
Excellent team working skills	✓		I / R
Approachable and confident in dealing with a wide variety of people	✓		I / R
Ability to work under pressure	✓		AF / I / R
Understand and adhere to School policy on safeguarding	✓		AF / I / R

TERMS AND CONDITIONS

SCIENCE TECHNICIAN

Appointment

This is a permanent position, available from the start of term in September 2017.

Notice Period

During the probationary period, the period of notice will be one week on either party.

Working Hours

You will be required to be available for work 26 hours a week, days and times to be confirmed at interview, term time only. This does not include a half hour lunch break, which is unpaid.

Salary

The actual pro-rata salary for this part-time, term time post is £13,758 (0.52fte), based on a full time equivalent salary of £26,459 per annum (from 1st September 2017). The salary is paid in twelve monthly instalments in arrears not later than the last working day in the month.

Holiday Entitlement

You will be entitled to paid holiday and bank holidays pro rata to that of a full time post (20 days leave, plus 8 days bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme, if eligible. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Lunch

A free lunch in the Staff Refectory is provided and use of School sports facilities when available.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
 - Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
 - Sight of the original of your marriage certificate (if applicable)
 - Sight of the originals of your relevant qualifications
 - A check of the Barred List/List 99 check
 - A satisfactory enhanced DBS criminal record check
 - Confirmation of medical fitness including completion of a Medical Questionnaire
-
- Completion of Bursary Form

- Check of Prohibited list
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)

Applicants should complete the School's own application form and submit it to be received by noon on the closing date of **Monday 26th June 2017**

CVs will not be considered and should not be submitted.

Interviews will be held on Monday 3rd July 2017

The Lady Eleanor Holles School
Hanworth Road, Hampton, Middlesex TW12 3HF
Tel: 020 8979 1601
personnel@lehs.org.uk