



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Science Technician</b>
<b>Job Purpose:</b>	To provide general support to the Science Department, with a specialism or interest in Biology
<b>Reporting Line:</b>	Senior Science Technician
<b>Start Date:</b>	September 2019
<b>Tenure:</b>	Permanent, full-time (39 weeks of the year) 8:00am – 4:00pm, Monday to Friday, 37.5 hours per week (part-time or job share would be considered)
<b>Salary:</b>	Competitive, dependent on experience

*Applications for this post are welcomed from both experienced Technicians, as well as applicants with little or no experience but who have a passion for the Sciences and are willing and eager to learn.*

### Key Responsibilities:

- To prepare materials for Science teachers
- To maintain a safe working environment
- To support staff and students in preparing and demonstrating practical activities, including:
  - Ensuring apparatus and chemicals are available as and when required by Teaching Staff
  - Setting up, testing and demonstrating apparatus and experiments as required
  - Retrieving and clearing away after practical activities; disposing of waste laboratory materials, including hazardous waste, in accordance with established guidelines
  - Suggesting and making improvements to apparatus, laboratories or prep rooms
- To order chemicals and equipment where necessary
- To follow CLEAPSS guidelines
- To help other technicians as and when appropriate
- To keep the laboratories and prep rooms tidy so that they are a safe and pleasant environment in which to work and study
- To make apparatus and testing as required, and recording any necessary repairs
- To keep manufacturers' information of relevant apparatus/materials
- To proactively contributing to the development of the facilities and operation of the Science Department
- To carry out other duties as reasonably requested by the Senior Science Technician/Head of Science or the Principal



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

- Have a scientific background preferably with science A levels or equivalent qualifications or experience
- Relevant technician experience within a School Science Department would be an advantage
- Demonstrate a passion for Science
- Have good organisational and self-management skills with the ability to work to deadlines, multitask, prioritise and be flexible
- Be comfortable working co-operatively within a team
- Be self-motivated with the ability to take the initiative and step in where needed
- Be able to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- Show pride in good service and quality
- Have high standards of personal presentation and attention to detail
- Demonstrate a positive, enthusiastic and energetic approach to life
- Be committed to Surbiton High School's ethos and strategic vision
- Be committed to professional development and show a willingness to undertake appropriate training for this role



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1638645?cid=1567>

**Closing date for Applications:**

**8:00am Wednesday 26 June 2019**

**Interviews are likely to take place on Wednesday 3 July 2019**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.*

*For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Junior Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*