

Department Information

The Science Department

The Science Department consists of Biology, Chemistry and Physics departments. The three Heads of Department each assume the role of overall Head of Science for a year at a time, organising departmental budgets, timetable allocation, schemes of work, etc. 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 Science 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 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, making up solutions and preparing lessons to an A Level standard would be highly desirable 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.

JOB DESCRIPTION

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

MAIN DUTIES AND RESPONSIBILITIES:

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 Science 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 Science 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.

This job description may be reviewed from time to time in liaison with the post holder.

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
Have an awareness of COSHH and Health and Safety Guidelines	✓		
Have and awareness of CLEAPPS		✓	
Good knowledge of chemistry	✓		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
Be self-motivated, with an ability to work with minimal supervision or as a member of a team as circumstances required	✓		AF / I / R

MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent, term time plus position (0.8 FTE) working 40 hours a week. The working hours are from 8.00 am - 4:30 pm, Monday to Friday, for 35 weeks a year (34 term time weeks inclusive of INSET days, plus 1 week). This does not include a 30-minute lunch break, which is unpaid.

The Chemistry Technician will be required to work 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.

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.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 1 month or the statutory minimum, whichever is greater.

Salary

The starting salary will be £22,130 (0.8 FTE) for 35 weeks, based on a full time equivalent of £27,663.

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 LEH's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Teachers' Pension Scheme for teaching staff and membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Health cash plan
- Free lunches, tea and coffee
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available

- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton Boys' School.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

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
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

Safeguarding Commitment

Lady Eleanor Holles 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 be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

An application pack is available from the School's website by clicking [here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk.

The closing date is noon on Monday, 24th May 2021.

CVs will not be considered and should not be submitted.

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