



stephen perse
foundation

Science Technician Candidate Brief

Employment status

Full time, permanent

Required from

25 April 2019

Job location

6th Form College

Application closing date

15 February 2019



We are the Stephen Perse Foundation. Extraordinary things happen here every day.

So you think you may be interested in joining the Stephen Perse Foundation (SPF) community of schools? Located in Cambridge, Madingley and Saffron Walden, our schools strive to offer an education which is more than just the delivery of the curriculum and qualifications; learning in a Stephen Perse school is about learning for and about life in readiness for the world beyond.

As Principal of the Foundation, I look to recruit colleagues who are passionate about learning; share in our commitment to educating ethical young people; and understand the critical importance of supporting the emotional and mental wellbeing of all our learners. If you would like a flavour of what this means in practice, please read [my most recent blog](#).

Ms T Kelleher
Principal



Work in the heart of Cambridge

Welcome to our vibrant Senior School & 6th Form College in the heart of Cambridge, where we achieve outstanding results because we value individuality.

Cambridge is one of the most famous cities in the world for education and forward thinking. It is a city of ideas – and is home to some of the greatest thinkers in the world – past and present. We believe that learning is everywhere and our surrounding area provides a wealth of inspiration and opportunities to learn.

At the Stephen Perse Senior School & 6th Form College you will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanical Gardens.



Your role

At the Stephen Perse Foundation everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning experience, our staff members strive to create an inspiring and engaging learning environment to work in harmony with our pedagogical approach.

As part of the Professional Support Services team at the Foundation, you are an integral part of providing the best experience possible for our students.

We will want you to have an agile and ambitious mind-set that is open to adopting new techniques. Training and support is offered on a regular basis as part of formal and informal CPD and is focused on student learning.



Specific responsibilities

Science Technician

Stephen Perse Foundation

Responsible to: Director of Science, reporting on a day to day basis to the Senior Technician

Location: Sixth Form College and Senior School

Role description: To support the preparation and maintenance of materials for students of Science throughout the Foundation.

Main Responsibilities to include:

Safety: Maintenance of a safe working environment and safety standards

- Maintain the safety standards of practical resources; note and rectify equipment faults, chemical spills and other hazards
- Give safety advice and support to teachers
- Maintain a collection of safety information in the preparation room and laboratories as required
- Carry out risk assessments for technician activities
- Arrange for safe and secure storage of equipment, apparatus and chemicals and for their safe disposal
- Carry out periodic safety checks

Provision of practical requirements

Prepare and set up equipment and materials for lessons and events including data-logging and digital equipment

- Make up solutions and assemble equipment as required
- Check that the provision of lesson materials and apparatus is correct
- Deliver lesson materials and apparatus to the laboratories in good time
- Clear equipment and materials from laboratories at the end of lessons
- Carry out appropriate end-of-day checks in the laboratories and preparation rooms
- Give advice, assistance and support to classes during practical activities (including investigations and projects) when requested by the teaching staff
- Maintenance of resources and facilities
- Schedule and carry out regular maintenance and cleaning of equipment, apparatus, textbooks and facilities
- Keep the laboratory and preparation room areas clean and tidy
- Carry out checking, calibration, fault-finding and repair of instruments and equipment where possible or send/arrange for their repair
- Set up and maintain any specialist resources according to the needs of the department

Organisation and management of practical resources

- Maintain and operate systems for the management and control of practical resources and textbooks, including stock control – the location and availability of chemicals, materials, textbooks, apparatus and equipment
- Assist in the coordination the use of practical resources for Chemistry, Biology and Physics including the recording and control of expenditure
- Order necessary apparatus, equipment and chemicals with the approval of the relevant Curriculum Leader
- Check deliveries against orders and invoices
- Shop locally for some requirements
- Prioritise tasks and manage time effectively

Development of practical resources and facilities

- Contribute to the development and design of apparatus and equipment for practical activities
- Trial practical activities
- Cost apparatus and equipment and suggest alternatives

Communication

- Liaise with suppliers' representatives, CLEAPSS etc.
- Carry out effective and appropriate liaison with staff working within the Foundation relating to the technician services
- Undertake professional development and training to acquire new skills, expertise and knowledge as appropriate in order to fulfil the requirements of the post

General responsibilities

- Build and maintain good working relationships with all Foundation colleagues
- Assist as necessary in other Foundation areas at peak times
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Proactively identify areas for improvements within the Foundation
- Act in accordance with Data Protection principles at all times
- Adhere at all times to Foundation Operational and Employment policies and procedures
- Take responsibilities for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Foundation's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the government website.

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

37.5 hours per week, working Monday to Friday from 8.30am-4.30pm term time only (35.8 weeks including 4 INSET days); hours open to negotiation.

Salary guide

The Stephen Perse Foundation has its own competitive salary scale.

Benefits

With excellent benefits and a stimulating environment in the heart of the city, the Stephen Perse Foundation is a great place to work. Benefits include:

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time) should staff have a child at any school within the Foundation
- Leadership and management development programme
- Salary sacrifice cycle to work and tech schemes
- Lunch and refreshments provided
- Season Ticket Loan/Discount on Train travel
- Many of the sites offer covered Bike Parking
- Annual flu immunisation
- Free access to the Botanical Gardens
- Opportunity to be involved with projects across the Foundation





Application process

Please apply directly through our online recruitment portal at www.stephenperse.com/recruitment

We are unable to accept CVs.

The closing date for applications is **15 February 2019** at 4pm.
First interviews will take place week commencing **26 February 2019**.

References will be taken up before interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete. For the purposes of security and completing a right to work in the UK and DBS check, you will need to bring the following documents to your interview:

Right to work in the UK

UK or EEA Passport

Residence Permit

National Insurance number

Full birth certificate

DBS Check

Passport and/or driving licence

Full birth certificate

Utility bill (gas, electricity, water or telephone - not a mobile phone bill) - issued within the last 3 months

Bank/building society account statement - issued within the last 3 months

Credit card statement - issued within the last 3 months

Council Tax Statement - issued within the last 12 months

Financial statement (pension, endowment, ISA, mortgage (UK or EEA)) - issued within the last 12 months

P45 or P60 - issued within the last 12 months

A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW FROM THE ABOVE LISTS, ONE OF WHICH MUST BE GOVERNMENT ISSUED PHOTOGRAPHIC ID.

Qualifications

Any professional qualification certificates relevant to the role must also be brought to interview.

Additional Requirements

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) please also bring documentary evidence of the change.

If you are living overseas or have worked overseas in the last 5 years you will need a police certificate from the last country you lived/worked in. This document should be brought to your interview.





Person specification

	Essential	Desirable	Method
Qualifications	Science A level or equivalent qualification Literacy & numeracy GCSE or above		Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Lab experience Experience of setting up experiments	Experience working in a school Previous SIMS Experience	Application Form
Skills & Aptitudes	Ability to follow and comply with instructions on equipment and/or materials usage Good communication skills Willingness to work independently and as part of a team Ability to work to deadlines Ability to manage own work effectively Able to use own initiative Ability to carry out health and safety checks and maintain relevant records Ability to adapt to changing circumstances	Ability to use iPads and Google Drive Previous experience working with Data logging equipment.	Interview

Personal Attributes	Essential	Desirable	Method
	Sense of responsibility and confidentiality		Interview
	Professionalism and Integrity		
	Dedication and Enthusiasm		
	Approachability		
	Flexibility		





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