

SEVENOAKS SCHOOL

JOB DESCRIPTION



Chemistry Technician





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect

shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, will be completed in summer 2019.

The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.



The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: www.sevenoaksschool.org

The Department

The Chemistry department comprises seven laboratories, served by a single preparation room. Middle School pupils follow the IGCSE syllabus and Sixth Form pupils the International Baccalaureate (IB) Diploma syllabus.

Throughout the school, the teaching emphasis is very much on practical lessons and demonstrations. Pupils in the Middle School work in pairs and the Sixth Form students work individually and a total of approximately 850 students study Chemistry at some level.

The post

There is one full-time and two part-time technicians who work closely with the Head of Department and other Chemistry teachers in providing equipment for class experiments. In addition to these daily tasks, technicians maintain, as far as possible, all laboratory equipment. Faults that cannot be rectified within the department are usually sent for repair by specialists. The Laboratory Technicians are therefore responsible for the following (non-exhaustive) list of duties:

- Preparing chemical solutions
- Collecting and preparing equipment and materials for lessons, both for demonstrations and class use
- Checking materials and equipment before and after use by a class for quantity and damage
- Maintaining labs to ensure a clean safe and orderly environment
- Organising repairs or specific maintenance where necessary
- Advising teachers on safety matters or potential problems with equipment
- Maintaining an inventory of materials and equipment and stock taking duties
- Placing orders, taking deliveries and paying invoices
- Occasionally assisting teachers with class practical work
- Disposing safely of chemical waste, including hiring contracted disposal services
- Cleaning glassware and other equipment



- Mounting displays of materials, visual aids and pupils work
- Undertaking photocopying tasks, using the computer for admin tasks including managing departments resources
- Performing other tasks that may be requested by HOD from time to time
- Providing technical support to students including Health & Safety guidance
- Liaising with Health & Safety, Estates and IT departments
- Managing petty cash for the department
- Providing support for outreach work with primary schools and one-off events
- Sourcing and ordering new equipment
- Maintaining stationary stocks and text books
- Trialling practicals and helping new staff to practise practicals
- Carrying out risk assessment for prep room activities
- PAT testing equipment once a year including training and liaison with other departments
- Keeping up to date with developments in practical science including new regulations for experiments, waste disposal and safe use of chemical
- Ensuring that teaching staff are aware of updates detailed above
- Scheduling work flow to ensure peak periods of activity run smoothly

Required Skills

Our Chemistry Technicians will need to:

- Possess excellent communication (both written and oral) and interpersonal skills;
- Have excellent IT skills (Word, Excel, Outlook and database operations);
- Be accurate and flexible, with an organised approach to work;
- Be reliable, methodical and organised, being able to work to their own initiative
- Be able to work without undue direction to tight deadlines, paying attention to detail;
- Work well with others, both within the school and outside;
- Be professional and discreet, tactful and diplomatic as well as completely confidential.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.



Working hours

Hours of work will be

08.00 – 16.30 Monday to Wednesday

08.00 – 12.30 Saturdays when the school is in session (shared on a rota, typically every one in two Saturdays).

These hours will primarily be worked during the school terms. However, in addition to the above, the successful candidate may be asked to work for up to 8 weeks during the school holiday period. However we would not want this to stop the right candidate from applying, as there could be some flexibility around this as in the past this has not always been required.

Salary and Benefits

- Salary will be dependent upon the skills, experience and relevant qualifications of the successful applicant but will be in the range of an FTE of £28,500 p.a on a pro rata basis.
- Membership of the school's fitness centre
- School fees remission for children of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.
- The holiday entitlement is 33 days per annum, including statutory public holidays. Holidays must be agreed in advance and it is expected that holidays will normally be taken during the school holidays.
- Membership of the school's defined contribution pension scheme is available (GPP which includes life assurance provision). Staff who choose not to

join the GPP but who meet the eligibility criteria for Auto-enrolment, will be automatically enrolled into the School's Auto-enrolment pension scheme, after a three month deferment period.

- Cycle to work scheme
- Voluntary benefits scheme
- Employee Assistance Programme

Offer

The successful applicant should ideally be available to start work at the beginning of the Michaelmas term on 29 August 2019

Additionally any offer will be subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.



Application

If you wish to be considered for this role, please complete the on-line application form. The form must be completed in full and submitted electronically. CV's should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the HR Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.