



stephen perse  
foundation

## Science Technician (Physics) Candidate Brief

Employment status

Term time, permanent

Required from

September 2019

Job location

6th Form/Senior School

Application closing date

25 March 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 Foundation of schools across Cambridge, Madingley and Saffron Walden, 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. Cambridge 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 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 Botanic Garden.





# 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.

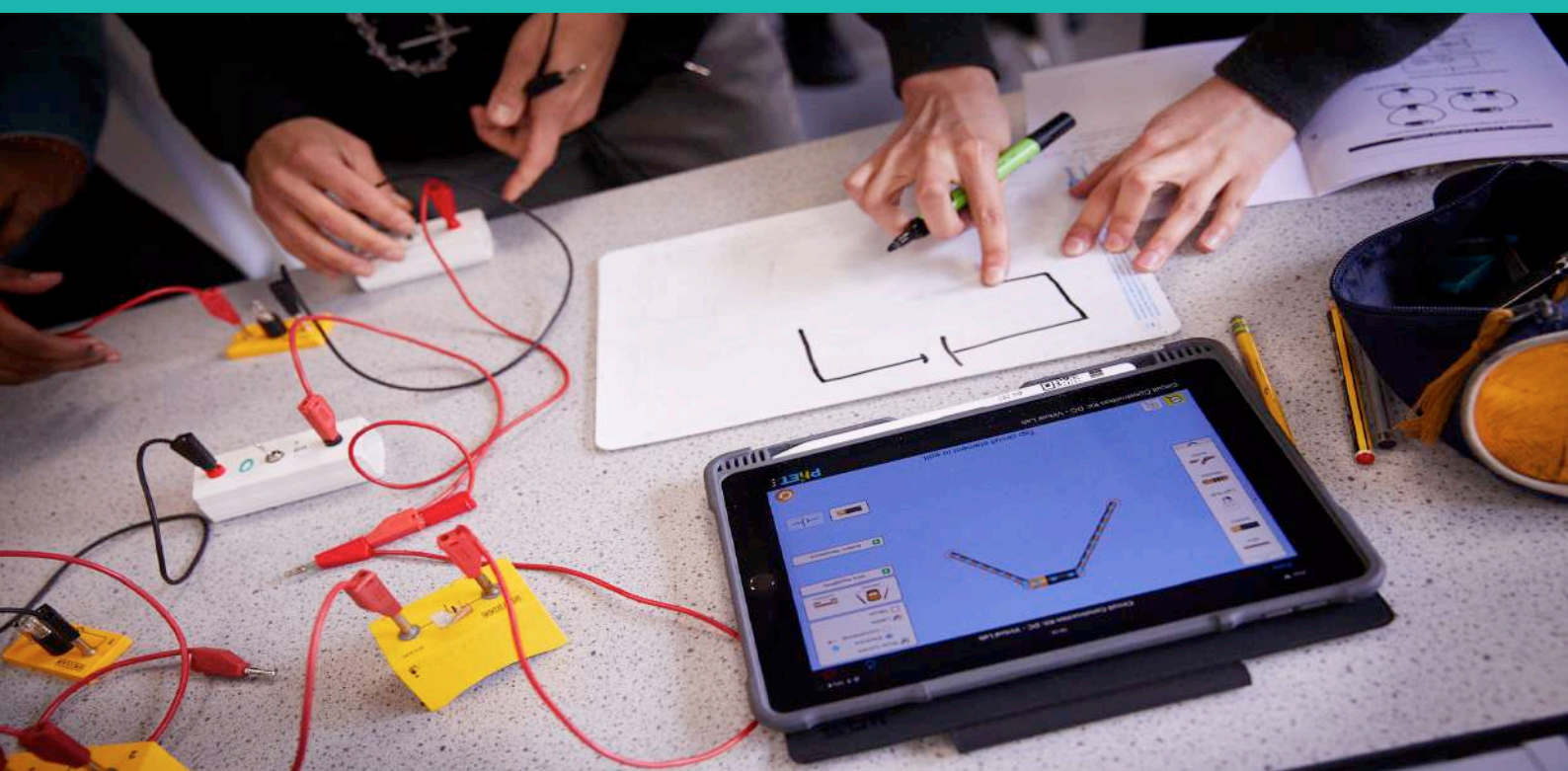
## The Physics Department

The Science Department is the largest department in the Foundation and is well regarded, with large numbers of students taking Sciences in the Sixth Form, both at A Level and as part of the International Baccalaureate Diploma Programme.

Physics is a dynamic and forward looking sub-department of Science comprised of two dedicated technicians and six full and part time teachers who come from a variety of backgrounds. We are looking to hire a new technician to join our team to meet the increased student numbers in Physics.

We are always keen to try new things, create new practicals and enjoy a good discussion about teaching and learning. The Physics department also makes much use of the fantastic technology we have available to make our lessons even more rewarding and exciting.

We encourage our students to take part in many extra-curricular activities including research projects and external competitions. We also work closely with the other Sciences and the Design Technology Department amongst others to promote a cross-curricular and collaborative approach to learning.



# Specific responsibilities

## Science Technician

**Responsible to:** Director of Science, but reporting on day to day basis to Curriculum Leader of Physics and Lead Technician

**Location:** Sixth Form College, with some occasional work at the Senior School and alternative Foundation sites as determined by the Curriculum Leader of Physics

**Role description:** The Physics Technician will be responsible for preparing, maintaining and developing resources to support the teaching and promotion of Physics at the Stephen Perse 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 – [training offered through CLEAPSS](#)**

- Prepare and set up equipment and materials for lessons and events including data-logging and digital equipment
- 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
- Handle radioactive sources and ensure their safe and secure storage; to supply radioactive sources to, and remove them from, lessons as requested by the teacher

**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**

- Set up and operate systems for the management and control of practical resources and textbooks, including stock control – the location and availability of materials, textbooks, apparatus and equipment
- Co-ordinate the use of practical resources and facilities between classes, including occasionally between Senior School and Sixth Form College
- Order necessary apparatus, equipment and chemicals with the approval of the Head of Physics
- 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 relating to health care
- 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 plus 4 INSET days (35.8 weeks).

### **Salary guide**

The Stephen Perse Foundation has its own competitive salary scale.



# Benefits

## Benefits

- Contributory pension scheme – matching up to 6%
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time and term time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time and term 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 Cambridge University Botanic Garden
- Opportunity to be involved with projects across the Foundation







## Application process

Please apply directly through our online recruitment portal at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

### **We are unable to accept CVs.**

The closing date for applications is 25 March 2019 at noon.  
First interviews will take place 27 March 2019.

References may 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.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





# Person specification

	Essential	Desirable	Method
<b>Qualifications</b>	A level or equivalent qualification in Physics, Engineering or Electronics  Literacy & numeracy GCSE or above	Higher qualification in Physics  A Level (or equivalent) in Chemistry or Biology	Application Form  Applicant's certificates at interview
<b>Knowledge &amp; Experience</b>		Experience working in a school  Lab experience  Experience of setting up experiments (training offered, <a href="#">see link</a> )	Application Form
<b>Skills &amp; Aptitudes</b>	Excellent communication skills  Willingness to work both independently and as part of a team  Work well under pressure and to deadlines  Ability to manage own work effectively  Able to use own initiative and readily seek and accept advice  Ability to adapt to changing circumstances	Familiarity with use of iPads and Google Drive, or a willingness to learn  Previous experience working with Data logging equipment  Interest in learning new skills: training can be provided	Interview
<b>Personal Attributes</b>	Professionalism and integrity  Dedication and enthusiasm  Energy and resilience  Approachability  Flexibility	An interest in designing and creating new practicals  Enthusiasm for learning on the job  Creative, open-minded, can think outside the box	Interview



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