DWIGHT SCHOOL LONDON

Igniting the spark of genius in every child

PERSONALISED LEARNING • COMMUNITY • GLOBAL VISION

Candidate Information



Science Lab Technician

Message from the Head of School



Dwight School London is proud to be an International Baccalaureate (IB) school and we share the IB mission to 'educate for a better world'. The positive ethos that exists in our school is evidenced through good relationships, intercultural understanding, supportive behaviour, respect and hard work. By knowing our students well we are able to personalise learning and to focus on individual progress, helping each child to achieve their potential.

Our aim is to become the school of choice both as an international school for expatriates in London but also for the local community who seek international-mindedness and global engagement for their children and more importantly, far more than just an exam driven curriculum.

Best wishes

Mrs Alison Cobbin
Head of School

About Dwight School London

Dwight London was authorised as an International Baccalaureate World School in 1995, and it is now one of just a handful of international schools in the UK able to offer all three educational programmes of the International Baccalaureate Organisation – the Primary Years Programme (IBPYP), the Middle Years Programme (IBMYP) and the prestigious IB Diploma.

Dwight is very active internationally and benefits from its links with its sister schools in New York, Seoul, Shanghai, Dubai and the Dwight Global online school.

The Dwight School community has a rich diversity of cultures, nationalities and experiences, with over 50 nationalities represented and over 40 languages spoken. We are a small, very friendly and supportive community with high aspirations for our students, and high expectations of our staff.

Our philosophy is to build confident, compassionate young people who influence the future. We are committed to the IB philosophy of educating for a better, more peaceful world.



A brief Guide to Life in London

London is the capital and most populous city of England and the United Kingdom. Standing on the River Thames, London has been a major settlement for two millennia, its history going back to its founding by the Romans, who named it Londinium. London's ancient core, the City of London, largely retains its 1.12-square-mile (2.9 km2) medieval boundaries and in 2011 had a resident population of 7,375, making it the smallest city in England. Since at least the 19th century, the term London has also referred to the metropolis developed around this core. The bulk of this conurbation forms the Greater London administrative area governed by the Mayor of London.

London is a leading global city, with strengths in the arts, commerce, education, entertainment, fashion, finance, healthcare, media, professional services, research and development, tourism, and transport all contributing to its prominence. It is one of the world's leading financial centres and has the fifth-or sixth-largest metropolitan area GDP in the world depending on measurement. London is a world cultural capital. It is the world's most-visited city as measured by international arrivals and has the world's largest city airport system measured by passenger traffic. London's 43 universities form the largest concentration of higher education institutes in Europe. In 2012, London became the first city to host the modern Summer Olympic Games three times.

London has a diverse range of peoples and cultures, and more than 300 languages are spoken within Greater London. The region had an official population of 8,416,535 in 2013, the largest of any municipality in the European Union, and accounting for 12.5% of the UK population. London's urban area is the second most populous in the EU, after Paris, with 9,787,426 inhabitants according to the 2011 census. The city's metropolitan area is the one of the most populous in Europe with 13,614,409 inhabitants, while the Greater London Authority puts the population of London metropolitan region at 21 million. London was the world's most populous city from around 1831 to 1925.

London contains four World Heritage Sites: the Tower of London; Kew Gardens; the site comprising the Palace of Westminster, Westminster Abbey, and St Margaret's Church; and the historic settlement of Greenwich (in which the Royal Observatory, Greenwich marks the Prime Meridian, 0° longitude, and GMT). Other famous landmarks include Buckingham Palace, the London Eye, Piccadilly Circus, St Paul's Cathedral, Tower Bridge, Trafalgar Square, and The Shard. London is home to numerous museums, galleries, libraries, sporting events and other cultural institutions, including the British Museum, National Gallery, Tate Modern, British Library and 40 West End theatres. The London Underground is the oldest underground railway network in the world.

https://earth.esa.int



Role Summary

Are you a Science Technician who wants to work in the new labs in our vibrant international school? Are you reflective and passionate about inspiring students to achieve their full potential? This is a rare opportunity for a technician to join the science team at an innovative international school in London. The successful candidate will be an integral member of a small, well-qualified science department, working in bright, newly-refurbished science labs.

The Upper School Science Department is seeking a Science Laboratory technician to start in January. The position would involve working in a dynamic and flexible department and involve engaging with staff and students on a daily basis.

Candidate Profile

The successful candidate would join a school with high standards of teaching and learning and excellent opportunities for professional development. Dwight School London is part of the growing and successful Dwight group of schools in New York, Seoul, Shanghai, London and Dubai.

The successful candidate will have opportunities for professional development, the support of friendly and helpful colleagues, a supportive parent body, genuinely fantastic students and all the advantages of a vibrant, diverse and welcoming international community.

The science team consists of four science teachers and one science technician. The role would suit either a recent graduate or experienced technician. The successful candidate would work well with staff and students and be prepared to independently take responsibility for their daily activities.



Job Purpose & Key Responsibilities

To assist relevant teaching staff in providing students with a relevant and effective Laboratory experience and ensure high levels of achievement.

1. PRINCIPAL RESPONSIBILITY AREAS

- To assist science staff in developing appropriate safe resources for teaching and learning.
- Under the direction of the subject leader, to ensure that all health & safety requirements are met
- To assist in appropriate administrative duties.
- To maintain and monitor consumables and equipment in science labs to ensure all students are able to access a wide range of materials..
- To assist teaching staff in promoting and raising the profile of science at both Dwight Upper and Dwight Lower school.
- To support the development and delivery of I.T applications in science.

2. TECHNICAL TASKS

- Preparing materials, solutions, equipment, and assembling apparatus daily.
- Delivering, collecting, checking and storing equipment and chemicals daily/as required.
- Researching and trialling equipment & experiments for improved results and better health & safety, which includes contacting CLEAPSS for safer alternatives, etc as required.
- Carrying out demonstrations as required.
- Disposal of waste materials in accordance with health and safety requirements as required.
- Cleaning equipment and maintaining laboratory cleanliness and services as required.
- Cleaning/maintaining equipment and laboratory in accordance with health and safety requirements as required .
- Carrying out health and safety checks on all equipment and machinery weekly.
- Assessing risks for technical activities and writing risk assessments as required.
- Keeping up-to-date with the latest health & safety guidance, legal requirements and good practice as required.
- Advising teachers and students on health and safety, practical techniques, suitability of experiments & chemicals and safer alternatives as required.
- Assisting in practical classes as required.
- Helping and advising pupils with investigations and projects as required.
- To maintain and monitor inventories and stock lists as required.
- Keeping hazardous materials secure and checking stock as required.
- Placing orders and obtaining materials by local purchase, delivery or invoices as required.
- Maintain financial records as required.
- To be proficient in the use of the range of IT equipment/software and provide technical support during lesson time as required.
- Care for plants and/or animals daily/as required.
- Attend department meetings monthly.

3. NON-TECHNICAL TASKS

- To carry out a range of administration duties including: inputting data, production of registers and class groups, preparing teaching material and booklets, maintaining/repairing textbooks, photocopying and scanning materials as required, and, when required, walking classes between sites.
- To assist staff in preparing and setting up displays within the school as required.
- Assisting with field trips when required.

Personal Specification

Category	Essential/Desirable
Education and Training	
• GCSE Maths, English and Science (or equivalent qualification)	E
• A Level/IB Course in at least one science discipline (or equivalent)	D
• A relevant science technician qualification	D
• A first aid or work qualification or willingness to obtain	D
Experience	
• Have some laboratory experience, either academic or industrial	E
• Handling laboratory equipment or chemicals	E
Knowledge and Understanding	
• Strong background knowledge of science	E
• A basic knowledge of how to use IT applications including the ability to produce and edit documents and use spreadsheets	E
• Ability to use e-mail and access information from the internet	E
• More advanced level of ICT knowledge (such as use of dataloggers)	D
Skills and abilities:	
• Well organised, able to approach work methodically, prioritise and meet deadlines	E
• Good written and verbal communication skills	E
• Competent at reading and following verbal and written instructions	E
• Good interpersonal and team working skills	E
• Good manipulative/manual handling skills	E
Attitudes:	
• Reliable and good time-keeper	E
• Able to work calmly and respond to occasions when work needs to be done quickly (during the 'turn around' between lessons)	E
• Discreet and able to deal with confidential information (e.g. exam practicals)	E
• Willingness to contribute to extra curricular activities and school events	D

The Application Procedure

Position: Science Lab Technician

Reporting to: Science Subject Leader

Liaising with: IB Diploma Coordinator/MYP Coordinator

Start date: January 2020

Salary range: £20,000-23,000 depending on experience.

To access the application form please go to https://www.tes.com/jobs/employer/-1055500.

In your supporting statement please outline how your skills and experience meet the job description and person specification. The deadline for applications is Friday, 6th December, but early applications are encouraged as we may appoint before the deadline if the right candidate is found.





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