



JOB DESCRIPTION

POST TITLE: Chief Science Technician

STATUS: Permanent, Full Time

REPORTING TO: Heads of Science

The post-holder will help to consolidate and develop excellence in the delivery of Science teaching (Chemistry, Biology and Physics) across both Kensington Park School (11 - 16 years) and Kensington Park Sixth Form.

The successful candidate may have the opportunity to teach their specialist subject to an appropriate level.

KEY RESPONSIBILITIES (apply to both Lower School and Sixth Form)

This is not an exhaustive list of all responsibilities or duties but reflects the core of the role.

- To act as Chief Science Technician for both Kensington Park School (11-16) located in Bark Place and Kensington Park Sixth Form (16-18) located in Queens Gate, South Kensington.
- To provide technical support to Chemistry, Biology and Physics on a daily basis.
- To consult regularly with teachers in each Science department to help deliver excellence in the teaching of Science across all three departments.
- To liaise closely with the Heads of Science for budget control, and management of future running budgets.
- To plan and manage resources and small projects such as science club, STEM club etc.
- Proposing, negotiating and administering the departmental budget, including any ICT requests.
- To liaise regularly with the Heads of Science over issues relating to Health and Safety and Risk Assessment.
- To create and monitor stock lists and audit all resources relating to the provision of Science teaching across both parts of the school.
- Attending Science meetings and assisting in science trips.
- Encouraging the use of ICT and data logging within the department.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.
- To demonstrate a commitment to improving and developing the organisation 's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

HEALTH AND SAFETY

All employees of KPS must have due regard for general Health and Safety, acting according to school policy and the Health and Safety at Work Act (1974).

TRAINING

Kensington Park School is committed to CPD, such training is to be cleared by the Heads of Science prior to booking. All training necessary to bring the incumbent up to date with the post will be provided.

PLACE OF WORK

Based mainly at KPS (11-16) but the incumbent would be expected to travel between both sites as required.

WORKING HOURS

8.00 am - 4.30pm (with some flexibility) Monday – Friday

PROBATIONARY PERIOD

There is a six-month probationary period.

This job description can be reviewed during the probationary review to see if any changes need to be made.

SAFEGUARDING

Kensington Park School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, governors and volunteers to share this commitment.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Education and Qualifications:	<ul style="list-style-type: none">• Good degree in one of the three major Science subjects.	<ul style="list-style-type: none">• QTS/PGCE• 1st aid training	<ul style="list-style-type: none">• Application form
Experience:	<ul style="list-style-type: none">• Prior experience of providing technical support for Science• Experience of managing a budget	<ul style="list-style-type: none">• Management of people	<ul style="list-style-type: none">• Application form• Interview
Skills & Abilities:	<ul style="list-style-type: none">• Excellent IT and administration skills are required for this post as is a good understanding of Microsoft Office.• Good communication skills are essential, as is the ability to work with others as part of a team or on your own initiative and work closely and responsibly with children.	<ul style="list-style-type: none">• Practical• Enthusiastic• Creative• Confident• Diligent• Cooperative• Organised• Punctuality	<ul style="list-style-type: none">• Application form• Interview
Knowledge:	<ul style="list-style-type: none">• Safeguarding• CLEAPSS & COSHH regulations		<ul style="list-style-type: none">• Application form• Interview