



Albyn School

Post:	Science Technician
Tenure:	Fixed term maternity cover post from 22 August 2022 to 29 June 2023
Hours per week:	35hrs per week, term time. Working days Monday to Friday between 8am and 4.30pm by agreement with Line Manager.
Responsible to:	Head of Science
Professionally relates to:	Teaching and support staff

Purpose of Position

To provide a technical support service to the Science Departments. The post requires the successful candidate to establish regular liaison and good working relationships with all science teachers to ensure the smooth running of relevant departments and areas.

Job Specification

Responsibilities.

To undertake the preparation, care and maintenance of teaching aids including.

- reviewing the suitability and condition of equipment on a regular basis.
- the design and building of apparatus in consultation with relevant Heads of Departments.
- the trialing of new experimental procedures before class use.

Preparation of stores and equipment for classroom use including:

- storing materials including chemicals and equipment appropriately in line with current legislation.
- preparing sample stock solutions, preparing biological media using sterile techniques and bottling chemicals in accordance with instructions.
- setting out and clearing away materials and equipment, including arranging for the safe disposal of biological and chemical residues and other waste materials.
- ensuring that all equipment for classroom is available in the appropriate classroom, e.g. moving equipment as required in school.
- maintaining logs of equipment for relevant departments and areas.
- responsibility, with Estates, for security marking of new equipment.
- managing the online database for practical resources/lessons.
- maintaining an up to date and detailed chemical log.
- updating storage and use of chemicals based on new legislation/advisories.

To be responsible for the maintenance of equipment, chemicals and resources in line with Health and Safety standards including:

- getting quotes and undertaking or organising equipment repairs on a first-line basis where appropriate.
- willingness to undertake such training courses as may be appropriate for the good and safe functioning of the Technician role.
- organising and maintaining a schedule for ventilation systems in Science and Engineering as per the relevant legislation.
- during inset days, run the Risk Assessment for staff relating to chemical and HSE updates.
- to undertake radiation checks periodically as required.

Maintenance of Living Organisms

- Feeding, keeping clean, watering the living organisms and reporting the general state of each.
- Occasional recording of particular events, growth etc. will need to be done to produce experimental results for classwork.
- Practical assistance in advising on designing and construction of project apparatus.

Controlling stock and ordering of all necessary materials.

- to have overall awareness of department budgets.
- to receive orders for materials required by Science staff.
- to collate individual orders and check against available stock.
- to get quotes, raise PO numbers and chase up orders/accounts.
- to order required materials in accordance with prescribed ordering procedures.
- to check invoices for goods received and passing to Bursar's office for payment.
- to file orders and manufacturers' leaflets, as appropriate.
- to organise and budget for the fabric of the building – Rentokil/fire safety etc.

Pupil and Curriculum Support

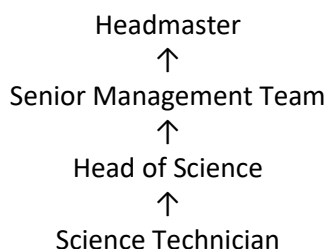
- to assist with supervising pupil' Advanced Higher projects, as required and based on the expertise of the appointed person.

Other

- To familiarise and adhere to child protection and health & safety protocols together with other policies and codes of conduct expected of all staff.
- To participate in appropriate professional development where necessary.
- To adhere to current health and safety protocols.
- Support the aims and ethos of the School.
- To work cooperatively and constructively with all staff.
- To apply School policies and statutory guidelines.
- To participate in formal and informal staff reviews in accordance with School policy.
- Set a good example in terms of dress, punctuality and attendance.
- To maintain confidentiality and sensitivity to pupil needs but have regard for safeguarding procedures.
- To undertake any other duties commensurate with the role as allocated by the Head of Department or The Head.

This job description is not intended to be all-embracing and the post holder shall be required to carry out other duties where requested, commensurate with grade, training and experience. According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Reporting Relationships



Person Specification

The successful candidate should be able to demonstrate from their application, at interview or from their references, the following:

- A good general level of education plus appropriate further or higher education.
- Additional qualifications or training in electrical, chemical or microbiological safety would be desirable;
- Familiarity with Control of Substances Hazardous to Health (COSHH) regulations
- Awareness and understanding of the demands of working in a School and also as part of a small team.
- The ability to work independently, show initiative and enjoy challenges.
- The appointment will be dependent upon a satisfactory PVG check from Disclosure Scotland and receipt of satisfactory references.

Terms & Conditions, and Remuneration

- This is a fixed term maternity cover post that will become available on Monday 22 August 2022.
- The position is full time, term time.
- The salary for the post will be £25,227 per annum (pro rata for term time).
- The pension scheme the School will use to comply with its auto-enrolment obligations is the Royal London. The School may amend or replace the Scheme from time to time.

Other, non-contractual, benefits include:

- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements.
- Employee Assistance Programme.

Equal Opportunities

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that better reflects our pupils and local community. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership. We particularly encourage applications from under-represented groups.

Method of Application

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application stating why they believe that they are suited to the post.
- the names, phone numbers and email addresses of two referees.

For a confidential conversation about the role, please contact the Headmaster's PA, Georgia Dale (g.dale@albynschool.co.uk).

Albyn School is committed to safeguarding children and the successful applicant will be subject to a PVG check by Disclosure Scotland.

Applications should be sent by email to the HR Manager, Susan Allan (hr@albynschool.co.uk).

The deadline for applications is 12 noon on Wednesday 25 May 2022. Interviews will be scheduled for the following week.

The School

Albyn School is an independent, coeducational day school. With around 770 pupils and 175 staff, it comprises three sections: a Nursery for around 120 children aged 2-5. a Lower School for around 290 pupils aged 5-12 and an Upper School of around 360 pupils aged 12-18. Since 2018 Albyn has also incorporated the Total French School which currently has four members of staff and just over 40 pupils who follow a hybrid curriculum attending some Albyn School lessons as well as dedicated classes which follow the French national curriculum. The latter enables French School pupils, if they move on (as many do every two to three years), to continue their education either back in France or in other French medium schools around the world.

Situation

Located in the heart of Aberdeen's West End with its playing fields at Milltimber, the School is fortunate to be situated in a city and region that offers a very high quality of life to families moving into the area. The economy and environment present a range of opportunities to enhance and enrich pupils' education.

Famous for its striking granite architecture, Aberdeen is Scotland's third largest city and the regional centre of the wider North East region. Dominated by energy-related industries, Aberdeen is a city with a wide diversity of other professional jobs and services such as a large teaching hospital, two world-renowned

universities as well as many other legal, financial and technical organisations. The city has a diverse musical and cultural heritage centred on its theatres, cinemas, and the newly renovated Art Gallery and Music Hall. The city also has over 800 shops and restaurants, including many familiar high street names.

To the west of Aberdeen, the Cairngorms National Park is an area of outstanding natural beauty that draws in walkers, climbers and skiers. Within a short distance of the city and stretching many miles both north and south are empty beaches, miles of sand dunes, picturesque fishing villages and dramatic cliff top scenery.

History, Buildings and Facilities

Founded as a girls' school in 1867, Albyn School has changed its name, location and structure a number of times over its 155-year history. On its current site since the mid-1920s, the then Albyn School for Girls first occupied two Victorian villas fronting onto Queen's Road. Since that time, the School has grown, added to its buildings and grounds, and now occupies four listed Victorian villas with a host of more recent additions. In 2005, Albyn began its move to full coeducation, a journey that concluded when the first boys left S6 in 2014. Albyn School is now both a company limited by guarantee and a charity governed by its trustees who also act as the School's Board of Governors.

The School has continually built and redeveloped its teaching facilities since its inception, creating specialist departmental areas, ICT suites, business education facilities, music practice rooms, art and design studios and numerous classrooms. In August 2007, Albyn School opened a dedicated Lower School building. Built over three floors it comprises 16 bright classrooms many of them with spectacular views across Aberdeen and the North Sea. In 2011, the Nursery was further extended and three additional science laboratories were built to meet the needs of increasing numbers seeking careers in science, engineering and medicine.

In August 2012, HRH The Duke of Gloucester opened 10 new, modern and spacious classrooms for the teaching of Mathematics, English and Computing, while in November 2014 a new Lower School Library and a studio theatre were opened. In 2017 the Wood Foundation Engineering Centre was completed. The School now has an excellent environment for the teaching of its pupils that marries together contemporary and traditional architecture.

The School also has excellent sports facilities located at Milltimber, 6 miles southwest of the city. There we have a pavilion, three pitches used principally for football, four tennis courts and a running track. The School also draws upon facilities at the Aberdeen Sports Village and RGU (Robert Gordon University) to train our teams. The PE programme is also taught on our Queen's Road site within the School gymnasium and Former Pupil Centenary Hall and on a recently created floodlit netball and tennis court.