

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### Appointment of Biology Technician, August 2019 *(Full time, term time only)*







## 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](http://www.sevenoaksschool.org)

## The Department

The Biology department is situated in the new Science & Technology Centre and comprises of eight laboratories, served by a single preparation room. Middle School pupils follow the IGCSE syllabus and Sixth Form pupils the International Baccalaureate (IB) Diploma Syllabus.

## The Post

There are two full-time technicians who work closely with the Head of Department and other Biology 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, and safely disposing of any chemical waste.
- Carrying out safety checks on electrical equipment, pressure vessels, eye protectors and glassware.





- Collecting and preparing equipment and materials for lessons, both for demonstration and class use.
- Housekeeping of all equipment in the laboratories, and maintaining laboratories in a clean, safe and orderly environment.
- Stocktaking chemicals and equipment.
- Obtaining materials by local purchase.
- Organising repairs or specific maintenance where necessary.
- Liaising with the Health and Safety, Estates and IT departments.
- Providing technical support to students including health and safety guidance.
- Advising teachers on safety matters and potential problems with equipment.
- Keeping a record of the department's expenditure against budget.
- Managing petty cash for the department.
- Providing support for outreach work with primary schools and for one off events such as open days and Science Week.
- Sourcing and ordering new equipment and expendable stock items.
- Maintaining stationery stocks and text books.
- Mounting displays of materials, visual aids and pupils' work.
- Undertaking photocopying tasks, using computers for admin tasks, including managing the department's resources.
- Performing other tasks that may be requested by the Head of Department, and other staff, from time to time.
- Carrying out demonstrations eg microbiology.
- Being able to handle dissection material eg hearts, kidneys, rats etc.
- Caring for and being able to handle plants and animals eg locusts.
- Trialling practical activities.
- Carrying out risk assessments for technical activities.
- Occasionally assisting in practical classes.
- Keeping up to date with development in practical science.

## Required Skills

Our Biology Technicians will need to:

- Possess good communication (both written and oral) and interpersonal skills.
- Have good IT skills (Word, Excel and Outlook).
- Be accurate and flexible, with an organised approach to work.



- Be reliable, methodical and organised, being able to work using 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 postholder'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:

08:30 - 16:30 Monday to Friday

08:30 - 12:30 Saturdays when the school is in

session (shared on a rota, typically around 12-14 Saturdays per year).

## Salary and Benefits

- Salary will be dependent upon the skills, experience and relevant qualifications of the successful applicant but is unlikely to be less than pro-rata of a full-time equivalent salary of circa £21,000 pa
- 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.
- Voluntary benefits scheme.
- Employee Assistance Programme





## Start Date

The successful applicant should ideally be available to start work at the beginning of the Michaelmas term on 27 August 2019.

## Offer

The successful applicant will be offered the role 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 request on your behalf.

## 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](mailto:personnel@sevenoaksschool.org) or telephone 01732 467740 if you have any questions about a completed application.

**Interviews will be held as soon as possible following the closing date - Tuesday 16 July.**