Candidate Brief for the position of Science Laboratory Technician (Physics) from September 2019



Mayfield School

Mayfield is a vibrant, happy and successful independent Catholic boarding and day school for girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. There are currently 367 pupils in the School of which 155 are full boarders.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

School Ethos

The vision of Mayfield's founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School's education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School's motto 'Actions Not Words' is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.

The School

Mayfield encourages equally the intellectual, creative, physical, emotional and spiritual development of each pupil. Every girl is accepted for who she is and we instil in her the confidence to find her strengths and build on them. Whilst Maths and Science are amongst our most popular and successful subjects at A Level, we have a first class reputation for creativity and excel in the creative and performing arts.

Academic study is complemented with a rich and diverse variety of activities beyond the classroom. With everything from dance to debating, drama to music and a full programme of sporting opportunities including cricket, fencing and top class equestrian facilities on campus, girls are challenged and supported to realise their full potential, thereby endowing them with a lifelong love of learning and the opportunity to grow as individuals.

Mayfield girls progress to prestigious universities including Oxford and Cambridge, and increasingly to the US and Europe, to study a wide range of subjects. Just as important as academic success, girls leave Mayfield with enduring friendships, open minds, strength of character and the lifelong support of a global community. The values, skills, aspiration and resilience we nurture in the girls prepares them to respond to the opportunities and challenges of the 21st century and to make a positive difference in the world.

Mayfield's Aims and Objectives

The School aims to achieve its vision by:

- Offering a wide range of opportunities to encourage equally the spiritual, intellectual, creative, physical and emotional development of each pupil
- Creating a distinctive environment in which the experience of living together enhances the lives of all pupils and staff
- Fostering a vibrant community for those of the Catholic and other faith traditions where worship is integral to the life of the School and each is encouraged to serve God and other people
- Providing a stimulating and creative curriculum that fosters academic excellence
- Enabling each member of the School community, resident or non-resident, actively to support and contribute to the shared values of the School
- Encouraging in each pupil a sense of achievement and the confidence to make a difference in a demanding and constantly changing world







The Science Department at Mayfield School - Physics

The Science Department at Mayfield School is a dynamic, stimulating and high achieving Department. It comprises the three Science disciplines of Biology, Chemistry and Physics. Each of these operates as a separate subject, with its own designated laboratory space and Head of Department. In addition, there is an overall Head of Science responsible for the co-ordination of those aspects which cross all three sciences. There are currently 11 teaching staff (including some part-timers) and 3 full-time laboratory technicians. All the staff are highly committed subject specialists, forming an extremely professional and supportive team.

The Science Department occupies a modern purpose built block with nine laboratories, three preparation rooms, a staff study, resources room and a workshop. It is a well-equipped, stimulating environment in which to work and the students respond very well to their surroundings. All the laboratories are fitted with interactive Promethean whiteboards and touchscreen desktops. ICT is used regularly as part of the delivery of Science at all levels.

Biology, Chemistry and Physics are taught as separate disciplines by subject specialists after Year 7. GCSE courses are begun during Year 9. We follow the AQA Science courses, with the majority of students taking three separate GCSE Sciences. The remainder of the cohort enter for the combined Science course and are taught individual sciences with the same time allocation as the rest of the year group. Our students are bright, enthusiastic and keen to learn. The Physics Department achieved 82% grade 7 to 9 at GCSE this year.

At A Level there is one group in Physics in both Years 12 and 13. Girls regularly join us from local schools and further afield, because of the reputation we have for outstanding science teaching. Our results in A Level OCR Physics have been consistently excellent over a number of years and uptake is growing. Last year 60% of our large cohort of Physicists achieved A*/A at A level. The Physics Department runs extension classes for all those considering a career in science, engineering, clinical and veterinary medicine and associated areas. The Department is also involved in a number of extra-curricular activities, supporting and challenging girls throughout the School.

The uptake of students studying Sciences and/or Maths at this level is also high [over 75%], as is the number of girls choosing to study Science or Science-related subjects at university. It regularly includes a number of medical and veterinary applications, as well as engineering and pure science courses.



Job Description for Science Laboratory Technician

Job Title: Science Laboratory Technician

Department: Science Department (leading on Physics)

Responsible to: Head of Science and Head of Physics

Mayfield

PURPOSE OF THE ROLE:

- To be responsible to the Head of Science for providing technician services to the Science Department, with a particular focus on Physics: supporting the Head of Physics with Physics-related elements of the curriculum ensuring that appropriate support is provided for all lessons within the Physics Department on a daily basis.
- To be responsible to the Head of Science for providing additional technician services in other departments eg for the Lower School science; ensuring that appropriate support is provided for all Year 7 and 8 lessons within the Biology, Chemistry and Physics Departments on a daily basis.
- To provide support for the Year 9 innovate lessons and other outreach events requiring scientific equipment.
- To work with the technician team to provide additional support in Chemistry and Biology lessons as required.

MAIN DUTIES AND RESPONSIBILITES:

Provision of Practical Requirements

- Prepare apparatus, materials and chemicals; set up, check and issue equipment for use in practical activities in the Physics Department (and other departments as required).
- Prepare apparatus, materials and chemicals; set up, check and issue equipment for use in practical activities for Year 7 and 8 lessons across the Science Department.
- Maintaining logs of Physics and Year 7 and 8 textbooks including numbering and backing of those books.
- Set up, and on occasions carry out demonstrations for staff, or in lessons.
- Retrieve and clear away apparatus, etc.
- Cooperate with teaching staff in the purchase or development of apparatus and equipment for use in practical activities.
- Construct and modify apparatus.
- Dispose of waste laboratory materials, including chemicals and microbiological waste, in accordance with established guidelines and Health and Safety requirements.
- Handle radioactive sources in accordance with the local rules.
- Assist with leak tests and setting up of practicals with guidance of the radiation protection supervisor (RPS).

Maintenance of Facilities and Resources

- Generally maintain (and clean) apparatus and equipment after use.
- Generally maintain laboratories PL1, PL2, and PL3, the Physics preparation room,(but any other labs as required) including the care and maintenance of services, stores, drainage systems, working surfaces, etc. – reporting any repairs required to the Senior Laboratory Technician and Head of Physics and/or Head of Science.
- Organise and participate in the storage of equipment, apparatus and materials in accordance with Science Department policies and statutory requirements.
- Maintain stock to meet requirements. Keep appropriate records of new stock and ensure correct storage (in accordance with any Health and Safety requirements)
- Keep accurate stock records, breakage records, accident records and any other such records as required by the School.
- Keep accurate logs of radioactive sources.
- Help in ensuring that only relevant staff are allowed access to radioactive sources in guidance with the RPA.

Organisation and Management of Practical Procedures

- In conjunction with the Senior Science Technician, make local purchases for the Physics Department and keep appropriate petty cash records. Ensure accurate records of all Departmental expenditure is kept and pass this information on to the Head Technician.
- Purchase books and prizes for the departments.

Safety and Security

- All tasks must be undertaken in accordance with the School's policies and procedures, in particular those relating to Child Protection, Code of Conduct and Health and Safety.
- Undertake training in the handling of radioactive sources.
- Maintain the safes containing radioactive sources, reporting any concerns to the RPS.
- Take responsibility for ensuring that termly safety checks are carried out, in accordance with the Science Department Health and Safety policy and provide written copies to the Head of Science.
- Report any Health and Safety concerns or defects in resources to the Head of Science or Physics and arrange for remedial action to be implemented, where necessary.
- Under the guidance of the Senior Technician, work to ensure that routine servicing for Health and Safety purposes has been carried out by the School's maintenance team, or external contractors. Keep records of these tests.
- Undertake training on the safeguarding of children and vulnerable adults on a regular basis in accordance with the school's policy.
- Report any safeguarding concerns to the Designated Safeguarding Lead.

Development

- Advise teaching staff on the technical requirements of the curriculum and take part in the development of the Science Department's practical resources, including the trialling of experiments, new apparatus etc
- Provide technical advice and assistance to teachers and pupils in the laboratory, assisting in practicals where appropriate.
- Undertake training as may reasonably be required for Health and Safety reasons; to provide specific technical support within the Department or as part of CPD.

OTHER DUTIES

- Understand and support the Catholic ethos of Mayfield as a Holy Child School.
- Support teaching staff in encouraging in girls and appreciation of the importance of faith and reason
- Support the Head of Science, or individual Heads of Department in organising and distributing cover work for a science teacher's absence.
- Undertake any other reasonable tasks as requested by the Head of Science, Head of Physics or the School's Senior Management.

All Mayfield staff are expected to contribute proactively to the wider life of the School:

- Actively support the Catholic, Holy Child ethos of the School and be familiar with and contribute to the Cornelian philosophy and principles.
- Contribute to the broader Mayfield educational provision in a way which builds on your talents and expertise
- Illustrate the ability and desire to promote Mayfield in the wider community.
- Maintain high standards of ethics and behaviour especially with regard to attendance and punctuality.
- Adhere to school policies and procedures including professional conduct, Safeguarding and Child Protection guidelines.
- Carry out any other reasonable request of the Headmistress.

All staff are expected to promote safeguarding and child protection as a fundamental part of their role and will be supported in this respect by ongoing professional development.

Application Process

Mayfield School has its own application form, which is available via the website. Applications should be supported with a covering letter, explaining how you see yourself contributing to the Mayfield School community.

We offer excellent working conditions in an outstanding environment. Mayfield has its own generous pay scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular programme.

For further information please visit our website www.mayfieldgirls.org/vacancies where you can access our requisite application form. Alternatively, contact Mrs Karen Bowles, PA to the Headmistress by e-mail for further details kbowles@mayfieldgirls.org.

The School is an equal opportunities employer.

The successful applicant will be required to undertake an enhanced DBS check.

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