

## **Apprentice Science Technician Fixed-Term 2-Year Contract, Full-Time, Term-Time Only Science Department**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

### **THE VACANCY**

We are seeking to appoint an Apprentice Science Technician to work within a team of nine to provide a service which will ensure safe, effective and efficient use of resources to support the science curriculum and through the provision of this learning support service to promote equality of opportunity for staff and students. The post holder will assist in all subject areas as reasonably required.

The Apprentice will be expected to undertake a Level 3 Laboratory Technician course provided by Kingston College via classroom learning and on the job training which is assessed over a period of 24 months. You will be released from your duties for one day per week to complete the required classroom modules. Subject to a suitable vacancy existing on the completion of your apprenticeship you may then be considered for a permanent position at Whitgift School.

### **OUTLINE OF POST:**

- To manage the practical requests and provision of the chemicals and apparatus to enable the Science Department to run efficiently;
- To provide technical support for all activities within the Science Department and help in Science laboratories.
- To assist the Team Leader Technician in support of all areas of science

This position reports into the Head of Science, Team Leader Technician and Senior Technicians.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To provide a daily support service to the Science laboratories and associated areas
- To prepare apparatus, materials and solutions and to set up equipment and apparatus for the start of the lesson, as required.
- To set up and operate equipment such as projectors, recorders and educational computers
- To issue materials and equipment to staff and students and to keep appropriate records
- To retrieve and clean away apparatus and equipment after practical classes
- To assist the teacher, when required, by providing support to students in practical sessions
- To ensure that the practical requirements of practical examinations/assessments are met, including preparing, setting up and testing materials, apparatus and equipment
- To assist in the development of the curriculum by participating in course team meetings as required
- To ensure, in conjunction with other specialist Science Technicians, that appropriate stock levels of apparatus and materials are maintained

- To order (after consultation with appropriate staff), log and receive materials and equipment and to assist in the planning of future requirements
- To organise and store equipment, apparatus and materials in accordance with Health and Safety Regulations
- Share the maintenance of the resource bank of information relating to equipment and materials with the other members of the Science Technician team
- To participate in the development of practical and technical facilities to meet teaching/learning needs
- To provide technical advice and assistance to students and teaching staff at all reasonable times
- To advise teaching staff of the technical requirements raised by the curriculum and to contribute to the development of the School's practical work
- To ensure that satisfactory standards of safety and security are maintained in relation to the technical service in accordance with School policy, to include providing COSSH information, assessment and records
- To dispose or arrange for the disposal of hazardous and dangerous substances in accordance with Health and Safety Regulations
- To participate in staff development and/or any training considered necessary for the safe and effective execution of the responsibilities listed above
- To understand other reasonable duties as requested by the Team Leader/Head of Science
- To assist in the general tidiness and cleanliness of the Preparation Rooms and Laboratories

#### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

#### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## PERSON SPECIFICATION:

### Essential

- 5 GCSEs (with A\*-C in English, Mathematics and Science)
- Displays commitment to the protection and safeguarding of young people
- Works collaboratively and supportively with colleagues
- Is resilient and demonstrates ability to work well under pressure
- Manages time effectively
- Is willing to work with organisational procedures and processes to meet required standards
- Is committed to CPD
- Enjoys the stimulus and challenge of a technical role
- Demonstrates effective planning
- Adaptability and flexibility in responding to demands
- Excellent communication and interpersonal skills
- High standards for health and safety
- Resourceful and able to take the initiative to solve problems
- Highly organised

### Desirable

- Experience of working with DT equipment
- Experience with STEM/ science clubs
- Experience with/ interest in animal care
- Leads continuous review and improvement of department
- Willingness to engage with active whole school community
- Relative experience within a School or similar environment
- Science qualification and experience

## FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This position is offered initially as a full-time, term-time only, 2-year fixed term contract.

The Science Technician will work 5 days per week, Monday to Friday. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

As part of the apprenticeship, you will be required to register with Kingston College and complete the Level 3 Laboratory Technician Apprenticeship course, which is anticipated to take approximately 24 months. On the completion of the course, you will receive a Level 3 Laboratory Technician qualification. Failure to meet the course requirements will result in the termination of the apprenticeship and employment with the Whitgift Foundation. Subject to a suitable vacancy existing on the completion of your apprenticeship, you may then be considered for a permanent position at Whitgift School.

The salary for this post will be the Apprentice Rate or National Minimum/Living Wage.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.***