



# THE PORTSMOUTH GRAMMAR SCHOOL

## SCIENCE TECHNICIAN

**Term time only, 22.5 hours per week**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

The school is renowned for its scientific tradition, and the department is located in a state of the art Science Centre. We have a vacancy for a part-time science technician to join the department from October and no later than 5 November 2018.

Applications are welcomed from experienced technicians and those new to the role who have a relevant science qualification.

Technicians are assigned to supporting practical work in one of the three sciences, and for this vacancy we are seeking a candidate with a specialism in Chemistry. Training is provided to enable technicians to work flexibly across all three sciences as needed. There will be opportunities for the successful candidates to further develop areas of particular interest or specialism according to their qualifications and previous experience.

This part-time role is for 22.5 hours per week, to be worked across five mornings per week during school terms, including INSET. A typical working pattern would be from 8.30 – 13.00 each day and this could be discussed further at interview.

### **The Role of the Science Technician**

The science technicians form a team of scientific support staff that operates across the three sciences. Technicians are primarily assigned to support practical work in one of the three sciences, but are required to be flexible and are expected to undergo training in other areas as required and to cover absence or periods of high workload across any of the three sciences. Technicians have an important role in helping teachers deliver the practical curriculum, in a smooth and effective manner. This is a key part of the pupils' academic curriculum and pupil learning depends on effective practical work. The post holder works closely with the Team Leader Technician who manages the day to day work load and is formally managed by the Head of Science.

The role involves:

- Keeping the Experimental Log Book
- Collecting the required scientific apparatus and chemicals as listed or instructed by the teaching staff in the Experimental Log Book and either delivering this to the class or labelling the trolley for collection later
- Photocopying the instructions for the practical
- Keeping good records in support of the practical curriculum
- Buying or ordering chemicals and other supplies in good time to ensure that resources are available to meet the needs of the practical curriculum
- Awareness of the safety issues of the work both from a personal view point as well as the experiments performed by pupils and teachers
- Any other tasks that may reasonably be required to support the smooth operation of the department

Essential skills and attributes:

- Well-organised, with the ability to plan ahead
- Ability to work to tight deadlines and cope well with busy periods
- Initiative and problem-solving
- Good communication skills
- Able to work in a safe way
- Desire to learn new skills
- A willingness to attend all safeguarding training as required by the school

Desirable skills and attributes:

- IT literacy ( Excel and Word)
- Ability to input into the practical scheme of work by making recommendations, developing or improving practical work
- Ability and knowledge to create general risk assessments for simple experiments
- Appreciation of the school working environment and the demands of this type of role

Desirable qualifications/experience

- Relevant science qualifications or laboratory experience

### **Contract of Employment**

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

**Benefits:**

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. PGS has a salary scale which applies to roles within the technician team and this will be discussed with candidates in more detail at interview.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

**How to apply:**

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About Us' section and any queries regarding the vacancy should be emailed to [HR@pgs.org.uk](mailto:HR@pgs.org.uk).

An electronic application would be preferable, submitted to [HR@pgs.org.uk](mailto:HR@pgs.org.uk). All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to the Head, Dr Anne Cotton. Postal applications should be addressed to The Head, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon Tuesday 25 September 2018. Interviews will take place on 2 October 2018.

*September 2018*