



Science Technician

About Eaton Square Senior School

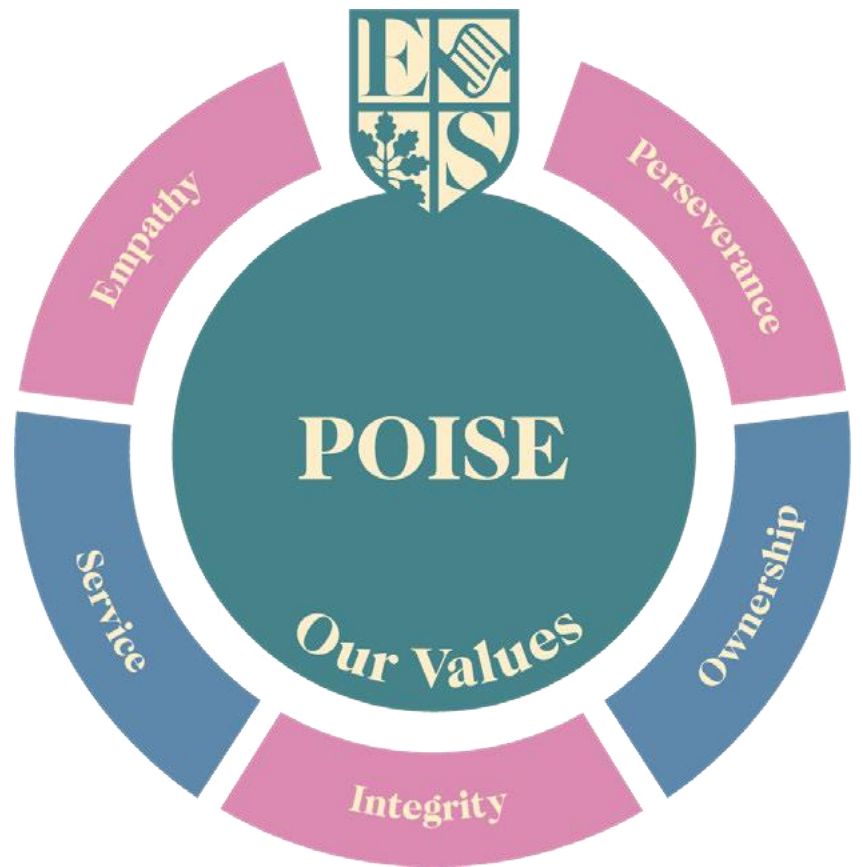
Eaton Square Senior School opened in September 2017 to provide an academically nonselective, co- educational day school option for London parents. We pride ourselves on providing a rounded education that champions academic achievement alongside nurturing individual talents, leadership skills and personal values. Located in a beautiful Grade I listed building on Piccadilly, overlooking Green Park, our students enjoy all that a central London education offers whilst making the most of the Royal Parks on our doorstep. Following two sets of strong GCSE results, we are proud to have opened our new Sixth Form this September.

Our Vision

Eaton Square students will be fully prepared to take their own place in an ever-changing world.

Our Mission

To provide an exceptional all-round education.



Our Aims

Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self-confidence, respect for others, and a strong sense of community.

Inspire intellectual curiosity and an instinctive love of learning which lead naturally to academic aspiration and examination success.

Create opportunities to encourage a culture that identifies and supports each student in developing at least one area of greatness.

Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing students to develop the skills they need to overcome adversity and setbacks.

Dukes Education

Eaton Square Schools are members of Dukes Education.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Our philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything we do.

We believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about our family, visit dukeseducation.com.



Message from the Head

We are seeking an outstanding individual to lead our admissions department and who can contribute significantly to our dynamic community. We are looking for an individual who can think strategically about admissions and marketing, who can provide excellent customer service to all stakeholders, and who might also be passionate about education and making a difference to young people.

Eaton Square Senior School is a place of wonder and inspiration where the students are at the heart of everything we do. As Head, I am unapologetically idealistic about the power of education to transform young people, and ESS is the perfect environment for this to happen. Our philosophy, vision and values enables and empowers our young people and equips them with the knowledge and skills necessary to thrive in the next chapter of their lives. The Admissions Manager plays a vital role in ensuring that we attract excellent candidates to the school and that we maintain our excellent reputation.

I very much look forward to receiving your application and to potentially meeting you.



Job Purpose

A fantastic role has arisen for someone to work within our Science Department as a full time Lab Technician supporting the teaching staff in our friendly and inclusive independent co-educational senior school.

Prior experience assisting in preparing practical activities for A-Level Sciences is essential for this role. The technician will assist with preparing, providing, maintaining, organising, and managing the resources required for healthy, safe and secure, exciting practical activities to be carried out by staff and students. Some prior experience working in a lab would be beneficial to this role, particularly with regards to health and safety, and CLEAPSS regulations.

The technician will work alongside the science teachers to support students learning and prepare equipment for lessons.

Accountable to:
Head of Science

Accountabilities

Teaching and Learning

- Prepare, set out and clear away equipment and materials for lessons and practical examinations (including checking and/or calibrating of equipment) in accordance with required timescales.
- Trial any experiments prior to lessons where necessary.
- Assist in the mounting of displays and visual aids.
- Support teachers during lessons, particularly if any equipment malfunctions.
- Assist pupils in safely using equipment and undertaking experiments, giving demonstrations as required.
- Maintain protocols for standard experiments, records and readings for experiments as required as provided by AQA and CLEAPSS.
- Provide support to relevant extra-curricular activities and whole school events.



Health and Safety

- Check that risk assessments are kept up to date and employed for all relevant experiments, reminding relevant members of staff if they are not.
- Ensure that correct and safe procedures are used during the preparation and setting up of experiments and laboratory equipment using CLEAPSS and COSHH guidelines.
- Ensure that all relevant hazard information accompanies an experiment and consult with the teacher (or intervene with the pupil directly) if there are indications of unsafe procedures being used within the classroom.
- Ensure the correct disposal of chemical and biological waste according to COSHH regulations.
- If qualified, provide emergency first aid to staff and students.
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with laboratory emergencies such as spillages.
- Ensure the correct and safe storage of chemicals according to CLEAPSS handbook, section 7.

Management of Resources

- Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, chemicals, textbooks and audio-visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above.
- Ensure that the prep room and work area is kept tidy and that all equipment is clean and in good working order.
- Arrange for the testing and/or servicing of equipment at required intervals, and for repairs to be undertaken when necessary; undertake minor repairs within own level of competence.

Training and Development

- Participate in training activities and sessions offered by the school and other external agencies (CLEAPSS courses) in order to further relevant knowledge and skills and keep up to date with technical and health and safety requirements relevant to the job.
- Hold an up-to-date first aid qualification.

General

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Duke's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the Dukes and Eaton Square Senior School documentation





Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Key Skills

- Teamwork: the ability to work collaboratively with everyone in the school community, in particular the Science department
- Decision making skills: the ability to solve problems and make decisions.
- Communication Skills: the ability to make written and oral points clearly to students, staff, and parents. A high level of ICT competency
- Self-management skills: the ability to plan time effectively and organise oneself well.

Knowledge and Experience

- Good, basic background knowledge of science
- A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets
- Ability to use e-mail and access information from the internet
- Have some laboratory experience, either academic or industrial

Application Information

Candidates wishing to make an application must complete the TES online application form. CV's will not be accepted.

If you have any questions regarding the role, please email the HR Executive, on hr.senior@eatonsquareschools.com

The deadline for applications is 12pm Monday 27th February 2023.

Great
minds
set free.



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