

ERSKINE STEWART'S MELVILLE SCHOOLS



CHEMISTRY SCIENCE TECHNICIAN

We are seeking to appoint a Chemistry Science Technician to join The Mary Erskine School on a permanent basis from April 2023 (subject to satisfactory pre-employment checks).

The Chemistry Technician will be responsible for coordinating and organising the practical resources, including equipment and resources to support the teachers in the Chemistry department and management of resources.

This is a permanent, full-time term time only position for 36.25 hours per week (Monday to Friday, 8.30am to 4.30pm with 45 minutes unpaid for lunch). The salary range is £21,245 - £22,983 on the ESMS Support Staff Salary Scale F, dependent upon relevant experience and qualifications.

ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the ESMS swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro-rata) from Nursery to Sixth Form.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date for applications is 12pm on Monday, 13 March 2023. We anticipate interviews will be held week commencing 13 March 2023.

TITLE

Chemistry Science Technician

BASIC FUNCTION

The Chemistry Science Technician supports the teaching staff in the Chemistry Department and ensures that equipment is maintained and is available for use by teachers and students when required.

ACCOUNTABILITY

The Chemistry Science Technician reports to the Head of Chemistry.

RELATIONSHIPS

The Chemistry Science Technician works closely with both staff and students in an enthusiastic manner in such a way as to promote the positive ethos of the department with regard to the use of practical work to improve teaching and learning in Chemistry.

RESPONSIBILITIES

- To be responsible for coordinating the use of and development of practical resources and facilities, including the provision of guidance and support of practical requirements of the departmental curriculum and clubs
- To clean glass wear and other equipment as required
- To be responsible for the promotion and observance of a healthy and safe working environment by:
 - Actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources
 - Keeping up to date with current procedures and practices through continuing professional development
 - The provision of technical advice on H&S issues to teachers and technical support staff
 - The safe treatment and disposal of used material, including hazardous substances and responding to potential hazards
 - The healthy and safe storage and accessibility of equipment and materials
- To check equipment and materials before and after use by a class for quantity and damage
- To be responsible for the management and control of practical resources including stock control, compiling orders, and ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
- To undertake the lead role within the department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard
- To help maintain academic recording in spreadsheets and assist with multiple choice marking of tests
- To duplicate, photocopy or place print orders for booklets or resources as directed by departmental timelines to ensure the resources are prepared and ready in time for teaching
- To assist in the preparation of display materials, visual aids and pupils' work and help maintain departmental boards

- To support the Advanced Higher students with the requisition of resources for Advanced Higher Investigation experiments
- To provide administrative support with departmental trips, as required
- To carry out any other duties at the discretion of the Head of Chemistry.

EXPERIENCE, SKILLS AND ATTRIBUTES

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Previous Technician experience covering responsibilities detailed above, or suitable Chemistry diploma or degree • Demonstrable experience in similar roles including laboratory experience 	<ul style="list-style-type: none"> • Experience of working in an education environment • Previous Chemistry Technician experience
Skills/Abilities/Competencies	<ul style="list-style-type: none"> • Understands and can demonstrate experience of safe working in a laboratory environment • Proficient in the full Microsoft Office package, specifically Word and Excel • Excellent communication skills (orally and in writing) • Experience of building professional relationships with internal and external stakeholders • Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands • Independent, self-motivated and organised, with an ability to work as part of a team 	

Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESMS values 	<ul style="list-style-type: none"> • Commitment to continuous professional development
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THE DEPARTMENT

The Chemistry department consists of three full-time teachers and two part time teachers. It has four teaching laboratories, a prep room, two chemical stores and a staff base.

The department has a record of excellent examination results at National 5, Higher and Advanced Higher, as well as a progressive attitude to new developments within the subject and the school.

The department encourages pupils to take responsibility for their own learning and to develop good study skills.

Chemistry is a popular subject in the school with good uptake at all stages. An Integrated Science course is taught in S1 and separate science subjects start in S2. Chemistry is a compulsory subject for all S2 pupils. This session, 13 students (girls and boys) are studying Advanced Higher Chemistry (over 30 girls a year take the subject at this level - some are taught at SMC), 46 girls are studying Higher Chemistry and a total of 168 are studying National 5 Chemistry (the Scottish equivalent of GCSE) in S3 and S4.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Role

This is a full-time, permanent role available from April 2023 (subject to satisfactory pre-employment checks). The successful candidates will be employed on a term time basis, and they will be required to work two additional weeks, one at the start of term and one at the end of term.

Hours of Work

The hours of work are Monday to Friday from 8.30am to 4.30pm with 45 minutes unpaid for lunch. A paid working week of 36.25 hours.

Location	The postholder will be based at The Mary Erskine School at Ravelston.
Salary	The salary will reflect qualifications and experience. The salary range is £21,245 - £22,983, which is on the Support Staff Salary Scale F. Salaries are reviewed annually on 1st April.
Holidays	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Right to Work	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right work in the UK.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro-rata) from Nursery to Sixth Form. Support Staff salaries are reviewed annually on 1 April.

APPLICATION PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk before the closing date.

Any enquiries about this position should be directed to Vanessa Rossi, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5866.

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