



CHESHAM
GRAMMAR
SCHOOL



Science Technician

Information Pack

Science Technician

Range 2 £19,856 – £22,316 pa/pro rata

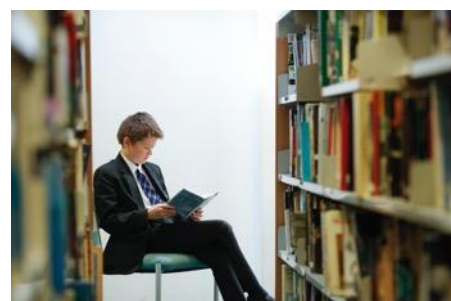
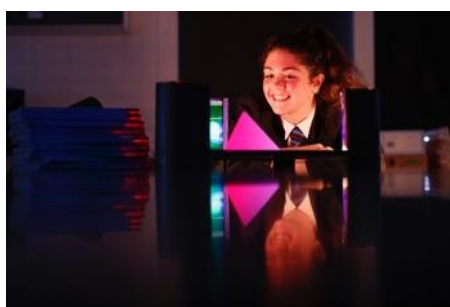
Actual £15,531 - £17,456

part time 35 hours per week term time plus three inset days
(38 weeks in total)

Maternity Cover, fixed term contract

1 September 2021 – 31 August 2022

Required – September 2021



Science Technician – 35 hours/week – Term time plus three inset days (38 weeks in total)

Hours of work: 8.30am – 4pm

Maternity cover / fixed term contract

1 September 2021 – 31 August 2022

An opportunity has arisen for a specialist Technician to support a large and highly successful Science Faculty. You will join our experienced team of 17 teaching and support staff and will play a key role in assisting with lesson preparation and administrative support.

Scientific and chemical knowledge, at least to GCSE is essential. Ideally you will have prior experience working in a technical support role and/or with young people. You will have a working knowledge of the Key Stage 3-5 curriculum and a particular interest in the biological sciences.

Applications

For an application pack, please see linked documents. Completed applications should be emailed to: Recruitment@redkiteschoolstrust.org

Closing date for applications: **midday 23 June 2021**

We reserve the right to close this application early if a suitable candidate is found

Interviews to take place within two weeks of the closing date.

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



Science Technician Job Description

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Responsible to: Subject Leader, Science
Salary scale: Pay Range 2 (£19,856 - £22,316)- Actual £15,531 - £17,456
Working hours: 35 hours per week (8.30am –4pm Monday to Friday term time plus three inset days – 38 weeks in total) – fixed term contract 1 September 2021 to 31 August 2022

KEY RESPONSIBILITIES

Purpose of the Job

1. To provide science technician duties in order to support the delivery of the Science curriculum
2. To provide administration support in order to support the efficient running of the department
3. To work closely with the Science team in order to ensure the continual safety of all people, equipment and processes within the department
4. To provide additional support as necessary

Main Duties and Responsibilities

1. Science Technician Duties (standard)
 - a. To provide all the necessary practical equipment for exams as directed to ensure exams take place in a timely manner
 - b. To prepare and clear away practical equipment, materials and solutions to ensure the curriculum can be delivered as it should be
 - c. To construct and operate demonstration equipment to assist in the delivery of the curriculum
 - d. To assist in the development of practicals for new courses as and when they change
 - a. To provide in-class support as required.

2. Additional Practical Support and Assistance
 - a. To maintain and repair simple non-electrical equipment
 - b. To carry out stocktakes
 - c. To order new equipment necessary to support the department curriculum
3. Safety
 - a. To physically, safely store all chemicals and equipment and inform department members of this best practice so that staff, students and potential visitors are all safe within the department
 - b. To liaise with teaching staff on safety hazards and health and safety issues as set out in CLEAPSS and other relevant documentation to ensure a safe department at all time
 - c. To manage the laboratory environment in a safe and secure manner
 - d. To carry out regular health and safety checks under the guidance of the Subject Leaders.
4. Administration Support
 - e. To purchase consumables and equipment to maintain stock levels under the guidance of the Subject Leaders
 - f. To carry out photocopying and the preparation of resources for teaching staff as necessary to ensure that planned lessons take place as they should
 - g. To manage text book issues and recovery
 - h. To maintain exhibitions and displays in all rooms and corridors
 - i. To contribute ideas for and preparation of Open Evening materials.



General Responsibilities Common to All Staff

To carry out duties as may be required from time to time commensurate with the overall responsibility of the post

To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety

To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it

To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

To undertake training and development relevant to the post

Qualifications

- Maths and English to CGSE grade 5 / C or equivalent (essential)
- Scientific and chemical knowledge to GCSE grade C/5 (essential)

Experience

- Working within a team (essential)
- Working to deadlines (essential)
- Previous work as a laboratory technician (desirable)

Knowledge

IT competency (essential)

Skills/Competencies

- The ability to work independently and to take direction (essential)
- Excellent oral and written communication skills (essential)
- Excellent interpersonal skills (essential)
- Excellent organisational skills (essential)
- High attention to detail and a high level of accuracy (essential)





Science Faculty

We are a team of 14 well-qualified specialist teachers and 3 highly skilled technicians. We are friendly, hard-working, well-motivated and supportive. As a team we have a wide range of experience and all work towards our shared focus of delivering challenging and inspiring lessons at all key stages. All teaching staff have the opportunity to teach across the full age range, with Sixth Form teaching shared according to individual interest and expertise. Each technician specialises in one of the Sciences. The Faculty is led by an experienced Team Leader, supported by three highly skilled Subject Leaders.

The department benefits from a suite of well-equipped science laboratories with two large, purpose built prep rooms and a shared office space.

We run a 5-year programme of study for students in Years 7-11. Our students begin by following a condensed KS3 curriculum in Years 7 & 8. In Years 7 and 8, students are taught separate Biology, Chemistry and Physics units by a single teacher. Through this approach, we help to smooth the transition from primary school, whilst getting to know our younger students really well, providing them with the support and feedback they need to make excellent progress. In Year 9 and beyond, students are taught Biology, Chemistry and Physics by specialist teachers, providing access to teachers with detailed specialist knowledge, as they formally begin their GCSE studies.

At GCSE, students follow the AQA syllabus, with the vast majority of our students studying the triple science course. Biology and Physics A-level students also follow AQA, whilst Chemistry students follow the OCR A-level syllabus.

We have detailed schemes of work for these with a focus on independent learning and encouraging students to work out concepts for themselves, in line with our whole school approach (the 'CGS Learner'). Results are outstanding. Our students make excellent progress against their individual targets, with the vast majority of candidates in Year 11 gaining a grade 7-9. The Sciences are very popular at A-level, with around 160 Sixth Form students currently studying the Sciences, many of whom go on to study Science at university.

We offer a range of extra-curricular activities for our students. These include MedSoc, a visiting astrodome, visits to the Big Bang Fair, field work days, a visit to Whipsnade Zoo and a wide range of in-house activities. This year our Sixth Form students will again run a range of 'Expert Lectures' during British Science Week.

The Role

This is an opportunity for a friendly, passionate and innovative technician to join our team in the Science Faculty. We are looking for someone who shares our commitment to providing a range of high-quality learning experiences for our students, who is well organised and who will work well with others, making a real positive contribution to our team. We are all privileged to work with such a warm, friendly, and well-motivated student body and are always delighted with their efforts and achievements in all aspects of school life. We hope that you are interested in joining us. If you would like to have an informal chat with one of the team to find out more or would like to discuss visiting the school before making your application, please do not hesitate to get in touch.