



Science Technician Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 20% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.

When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous. We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.



If you decide to apply, you will be an exceptional candidate with a passion for supporting high quality science in an outstanding department. Working in busy laboratories, you will contribute to the provision of support for Science at Key stages 3, 4 and 5. Working closely with other Science Technicians, you will join a friendly, supportive and enthusiastic team.

If you would like to explore the vacancy in more detail prior to applying, please contact Vicki Lennon (Director of Learning - Science) by email at vlennon@campden.school. In addition to this, a wealth of information about our school can be found on our school website.

If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday the 30th of September 2024**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- An average of 17.4 students per teacher (full-time equivalent)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme

- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Science Technician
Reporting to:	Director of Learning, Principal
Grade:	4, points 7-10
Contract:	28-35 hours over 4 or 5 days, Term Time Only
Pattern of Work:	Monday – Friday 8.30am – 4pm (35 hours)

Job Purpose:

Co-ordinate and manage the use of Science equipment within the Science Department.

Provide technical support, assistance, and advice to teaching staff and pupils in the use of Science equipment.

To ensure that equipment comply with health and safety legislation through regular servicing and maintenance.

Support the development of Science across the school.

Main Duties:

- Prepare lesson materials for Science at KS3, KS4 and KS5. Assigned to a subject area but also assisting the other Science technicians occasionally and with any partnership work as required.
- Set up apparatus for teacher demonstrations.
- Prepare a class set of apparatus for a practical session, class assessments and internal examinations.
- Clear apparatus away after lessons, ensuring that equipment is dismantled and stored appropriately; washing up where necessary, (the Science department has two dishwashers).
- Clean sinks in Preparation Room and Laboratories.
- Identify faulty items and consult Head of Department with regard to repair or replacement.
- Service on a daily and weekly basis particular laboratories to ensure an adequate supply of basic materials, to include basic stationary.
- Visual check of mains electrical cable and plug on equipment each time it is used.

- Prepare apparatus for experiments to cover new courses. This can involve the assessment of the apparatus to ensure its suitability for the experiment.
- Maintain a filing system for the Department.
- Maintain an equipment inventory.
- Prepare orders for equipment required by the Department and check orders against deliveries.
- Purchase items from local shops using a petty cash allowance.
- Be familiar with the position of Fire Extinguishers, Fire Blankets and Sand buckets in each laboratory and understand the use of this equipment.
- Be familiar with the position of the main Gas supply tap to each laboratory and to individual benches.
- Remove all broken glassware from laboratories regularly.
- To understand the Health and Safety regulations and with particular reference to the ionising radiation procedures.
- Maintain and set up data loggers for classroom use.
- Under the direction of the teacher, provide support and guidance to pupils in using equipment or undertake learning activities.
- To communicate with the site team and IT department to resolve problems with facilities and IT.
- To provide admin and clerical support as directed by the teacher, e.g. display work, reprographics, entering data and any other admin duties.
- Organise Science prefects to complete tasks for the department.

Other commitments:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- To share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Science, Math's and English GCSEs at 5-9 (A*-C) or equivalent	E	A
Science qualification e.g. 'A' Level	D	A
NVQ Laboratory Technicians Certificate	D	A
First Aid Certificate	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Knowledge and/or an understanding of Health and Safety regulations, able to relate these to working in a school	E	A/I
Practical competence and organisational ability	E	A/I
Experience of working in a school laboratory or similar establishment	D	A/I
Familiarity with ordering and tracking purchases	D	A/I
Ability to mend apparatus	D	A/I
Knowledge of policies, procedures, codes of conduct	D	A/I/R
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Ability to form and build good relationships with colleagues and to interact appropriately with students	E	I/R
Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
Someone who is: <ul style="list-style-type: none"> Willing to work outside of normal hours if required 	E	I

<ul style="list-style-type: none"> • Flexible and adaptable to changing circumstances • Enthusiastic, approachable and team spirited 		
Professional appearance and attitude	E	I/R
Good practical common sense, attention to detail and organisational ability	E	
Able to appropriately deal with confidential information	E	I/R
Desire to enhance and develop skills and knowledge through CPD	E	A/I
Willingness to be involved in and contribute to the development of the department and extra-curricular activities	D	I



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