



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Science Technician Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in the role of Technician to the Science Department.

The role involves providing technical and resources support to our largest department, liaising with the Heads of Department and supporting the curriculum across all the sciences.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Kind regards,

Andy Stainton
Headteacher



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Title of Post: Science Technician
Salary: SCP 3-4 £16,853-17,094
Commencement: 6th January 2025
Contract: Permanent

We are looking for an enthusiastic individual to provide technical support to the Science Department. The role will include support in KS3, KS4 and KS5 general science with shared responsibility for the servicing and safety across our laboratories. Previous school experience and a scientific background would be an advantage.

If you would like an informal conversation about this post or would like to visit the school please email your request to Amanda Leonard, the headteacher's PA, Amanda Leonard at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am Monday 9th December 2024

Mill Hill County High School is an Equal Opportunities Employer. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

HOW TO FIND US





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Title of Post:	Science Technician
Salary:	SCP 3-4 £16,853-17,094
Commencement:	6 th January 2025
Contract:	26 hours per week, 39 weeks term time
Purpose:	To ensure the servicing and safety of science laboratories and practical experiments
Reporting to:	Senior Science Technician

Job Description:

Daily Duties

- Preparation, setting out, clearing away and washing up of apparatus and materials required for lessons.
- Issuing equipment and materials to staff and pupils during lessons.
- To help in lessons when requested by teaching staff.
- Maintenance of stock solutions.
- Simple maintenance of equipment and repairs. Liaison with Senior Technician to arrange for professional repair when necessary.
- Keeping preparation room and laboratories tidy. Removing of graffiti from benches when required.
- Check that taps, gas taps, sinks and electric sockets are in working order. Any minor faults, repairs, gas and water leaks to be reported to the caretakers.
- To make sure that gas and water are turned off at the end of the day.
- Maintenance of plants for simple experiments.
- Setting up and testing demonstration experiments and ensuring they work satisfactorily.
- Construction of simple apparatus.
- Checking stocks of apparatus and reagents and reporting shortages to Senior Technician.
- Photocopying and filing of worksheets.
- Fire doors to be unlocked before start of lessons and locked at the end of the day.
- Once a week to make sure that each lab has allocation of stationery.
- Preparation of Distilled Water

Once a Term or at more regular intervals as directed

- Washing safety glasses from all labs and replacing any old ones with new ones.
- Servicing of Bunsen Burners.
- Checking storage units and cupboards and seeing that each contains its proper equipment and text books.
- Checking all stock solutions and reagents and disposing of any which are stale or surplus.
- Assist in preparation for Master Classes- Junior Schools visiting the science Department.
- Cleaning of Fridge and Freezer in the Prep room.

Once a Year in the summer term

- Stocktaking of resources and books.
- Descaling of water baths, kettles used for the practicals.
- Cleaning and checking of storage units for resources and prepare for the new term.



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Health and Safety

- The Technician is immediately responsible to the class teacher or teachers whilst the class or classes are in session, and to the nominated teacher and Head of Department otherwise.

Additionally, the Science technician will:

- follow safe working procedures personally
- be familiar with the general and particular safety rules that apply
- maintain good housekeeping standards
- deal with short term hazards in conjunction with the teacher in charge.
- report long term hazards to the Senior Technician
- be familiar with relevant regulations, emergency, accident, and illness procedures
- advise new teachers on Health and Safety- issue Hazards when necessary

Other duties

- Other duties which the Senior Technician or the Head of Science may require

Knowledge, Experience and Skills

Essential:

- Previous school experience and a scientific background would be an advantage
- The ability to demonstrate initiative
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent time manager with the ability to work to tight deadlines
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders
- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence

Desirable:

- Previous experience of working within a similar role
- Previous experience of working within a school setting

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Equalities

Mill Hill County High School is an Equal Opportunities Employer. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

Science Technician