

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA
Head of Upper School: Mr. Tom Phillips
Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ
Head of Lower School: Mr. Kevin Atkinson
Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



SCIENCE TECHNICIAN INFORMATION PACK

One Year Fixed Term Vacancy

36 hours per week, Term Time plus 5 inset days
**Salary – Scale 3, spinal point 5 – 6 plus Outer London Weighting (£25,675 -
£26,068 pro rata)**
circa £22,650 – £22,996 (inclusive of Outer London Weighting)

Required from: September 2024

Closing date: noon on Friday 5th July 2024
Interviews: w/c 8th July 2024



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school is undergoing some positive changes, including our new centralised behaviour system and curriculum review.

The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

This is an exciting opportunity for an enthusiastic Science Technician to join our successful Science department. The role involves being responsible for the maintenance and provision practical provisions for science activities from KS3 through to KS5.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

The successful candidate will be expected to carry out their role on the school site.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email [**hadmin@preston-manor.com**](mailto:hadmin@preston-manor.com) or download the pack from our website at [**www.preston-manor.com**](http://www.preston-manor.com)

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

Principal Accountabilities and Responsibilities

- To provide a technician service to the Science Department
- To provide a particular responsibility for the provision of technical services to the Integrated Science Department and the resourcing of KS3 Science throughout the school
- To carry out duties with regard to the school's Equal Opportunities Policy

Provision of Practical Requirements

- Preparing apparatus; materials and solutions; issuing equipment; and setting up apparatus for activities in the department.
- Centrally storing science activities for Key Stage 3 and 4. Preparing practicals for science activities and the delivery of lesson materials to respective laboratories as directed by Senior Science Technician.
- Setting up and on occasions carrying out demonstrations.
- Retrieving and clearing away apparatus.
- Disposal of waste laboratory materials including chemicals, microbiological waste in accordance with established guidelines and Health and Safety requirements.
- The setting up and maintenance of visual and aural aids.
- Responsible for photocopying resources from any Key Stage when directed to do so by the Senior Science Technician.
- Covering work for an absent colleague when directed to do so by the Senior Science Technician.

Maintenance of Facilities and Resources

- General maintenance (including cleaning) of apparatus and equipment.
- General maintenance of each laboratory or room, including the care and maintenance of services, store, laboratory workshop equipment, drainage systems (e.g. sinks) work surfaces i.e. remove graffiti from benches, cleaning whiteboards, and reporting any repairs to the Senior Science Technician.
- Participating in the organisation and storage of equipment, apparatus and materials in accordance with statutory requirements.
- Maintenance of stock to meet requirements, receipt, recording and storage of new materials (including those that require special care i.e. toxic chemicals), the return of empty containers and notification to the appropriate person for the disposal of chemicals etc.
- The keeping of stock records, breakage records and any other such records required by the school.
- The construction of apparatus for general or demonstration use and the repair of apparatus.
- Setting up and maintaining science faculty resources including plant and animal collections.
- Monitoring the number of textbooks or worksheets borrowed by a classroom teacher. Working with the Senior Science Technician to audit and re-distribute textbooks as required

Organising and Managing Practical Procedures

- Assisting with the organisation of the technician service to the department by following systems set up by the Senior Science Technician for the organisation and administration of the technicians' service.
- Ensuring that appropriate stock levels are maintained, writing appropriate orders and liaising with the Senior Science Technician to ensure that such orders are appropriate and can therefore be placed.

Development

- Advising teaching staff regarding the technical requirements of the curriculum, taking part in the development of the department's practical resources, including trialling and providing costings.

Technical Advice and Assistance

- Providing technical advice and assistance to teachers and students and assisting practicals' where appropriate.
- Preparing practice experiments for teachers upon reasonable request.

Health and Safety

- Provide first aid treatment, (subject to qualifications held by the post-holder), and in accordance with school's policy.
- Maintain standards of safety and security within the technician service as set out in the departmental guidelines.
- Issue appropriate Hazard cards when chemicals are issued to staff.
- The post-holder will at all times carry out their duties and responsibilities in accordance with, and due regard to, the Health and Safety regulations.

Other Duties

- Any other reasonable tasks as requested by the Senior Science Technician to aide teachers in the provision of learning for students whether scheduled in time-tables or extra-curricular
- Cover staff during staff shortages.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead

- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Good written and spoken English – GCSE Grade A* - C equivalent
- Numeracy and Math skills appropriate to the learning levels of the target student groups – GCSE Grade A - C equivalent

Desirable

- Broad general education to GCSE Grade A* - C equivalent
- A-Level or equivalent in Biology or Chemistry

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working in a laboratory in a school (or equivalent), hospital or industry

Desirable

- Biology or Chemistry specialism

SKILLS AND ABILITY

Essential

- Ability to absorb and understand a wide range of information concerning the functions of the school
- Ability to build and form working relationships with students, parents/carers and colleagues
- Excellent organisational skills and ability to meet deadlines
- Ability to work on own initiative and to prioritise between conflicting demands
- Ability to work as part of a team
- Good communication and interpersonal skills
- Confident use of ICT

EQUAL OPPORTUNITIES

Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities