



WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Dear Colleague

SENIOR SCIENCE TECHNICIAN – Scale G5 - £22,808 per annum

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at 9.00am on Monday 28th November 2022.

Early applications are encouraged – we may interview candidates as they apply and hence we reserve the right to interview early for this post should a suitable candidate apply.

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.

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SENIOR SCIENCE TECHNICIAN

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The post is for 36 hours per week, term time only, as follows;

Monday to Thursday 8.15am to 4.00pm

Friday 8.15am to 3.45pm

(including a half hour unpaid lunch break each day)

JOB DESCRIPTION

- Take a strategic approach to the management of science resources and the different protocols for the safe storage of chemicals and equipment.
- Co-ordinate effectively the work of the team of technicians including for special events, e.g. Open Evenings, Workshop Days etc.
- Ensure that appropriate stock levels of apparatus and materials are maintained including keeping stock records and carrying out stock checks
- Support the Head of Science in ensuring that departmental Health & Safety procedures are carried out and advise of any deficiencies
- Place and follow up orders in liaison with the Head of Science as budget holder, check deliveries and invoices and keep financial records. Liaise with the Finance Officer as necessary.
- Liaise with the Head of Department to ensure the up to date training needs of Technicians
- Advise teaching staff regarding the technical requirements of the curriculum; take part in the development of the department's practical resources, including trialing experiments and providing costings
- Organise the use and storage of equipment, apparatus and materials (including chemicals) in accordance with LA/statutory requirements
- Ensure that procedures for the safe storage of dangerous materials (including radioactive sources) and expensive equipment are adhered to at all times
- Induct and train, as necessary, new members of the technical support team and be involved in their recruitment
- Be aware of the COSHH and CLEAPSS regulations and ensure Risk Assessments are carried out and filed as appropriate
- Ensure the science labs and the prep rooms are maintained and comply with Health and Safety requirements and liaise with the School Manager as appropriate
- Support practical Science lessons by preparing demonstrations when required and assisting the subject teachers during Science lessons
- Programme daily and weekly laboratory servicing, termly inspections and annual clean
- Keep the display boards in the Science area attractive and up to date
- Perform any other duties as reasonably requested by the Head of Science or the Headteacher

The job description is subject to amendment and will be reviewed from time to time and modified in the light of the changing needs of the school.

PERSON SPECIFICATION

Whoever is appointed will need to:

- Have a technical knowledge of Science and the necessary skills and experience to carry out the duties of a Senior Laboratory Technician
- Have the ability to effectively organise both their own work and that of the team
- Be able to operate systems relating to laboratory organisation, including the keeping of written/financial records



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- Work well as a team member and have tact and sensitivity in dealing with people
- Work well under pressure
- Have the ability to communicate effectively both orally and in writing
- Have the knowledge of Health and Safety issues relating to school laboratories and prep rooms
- Be flexible in approach and be able to respond technically to changes in teaching method and course content
- Be aware of, and committed to, health and safety at work
- Be committed to the principles and practice of inclusion and equal opportunities for all
- Be committed to the principles and practice of safeguarding all young people

It would be desirable for the post holder to have experience of keeping financial records; be able to carry out simple repairs to equipment; have electronic skills and the ability to use IT.

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