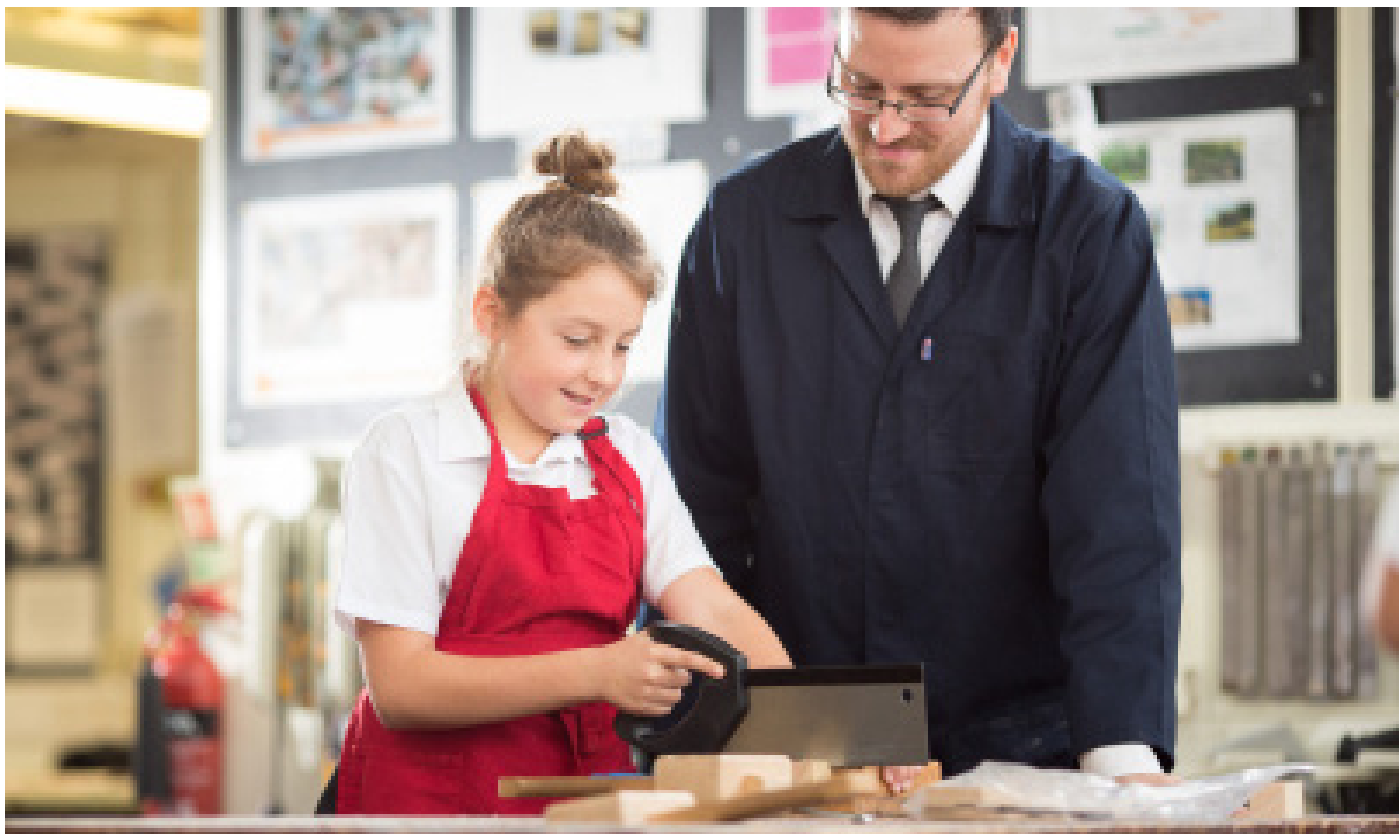




CANDIDATE BRIEF  
SENIOR SCIENCE TECHNICIAN

# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY

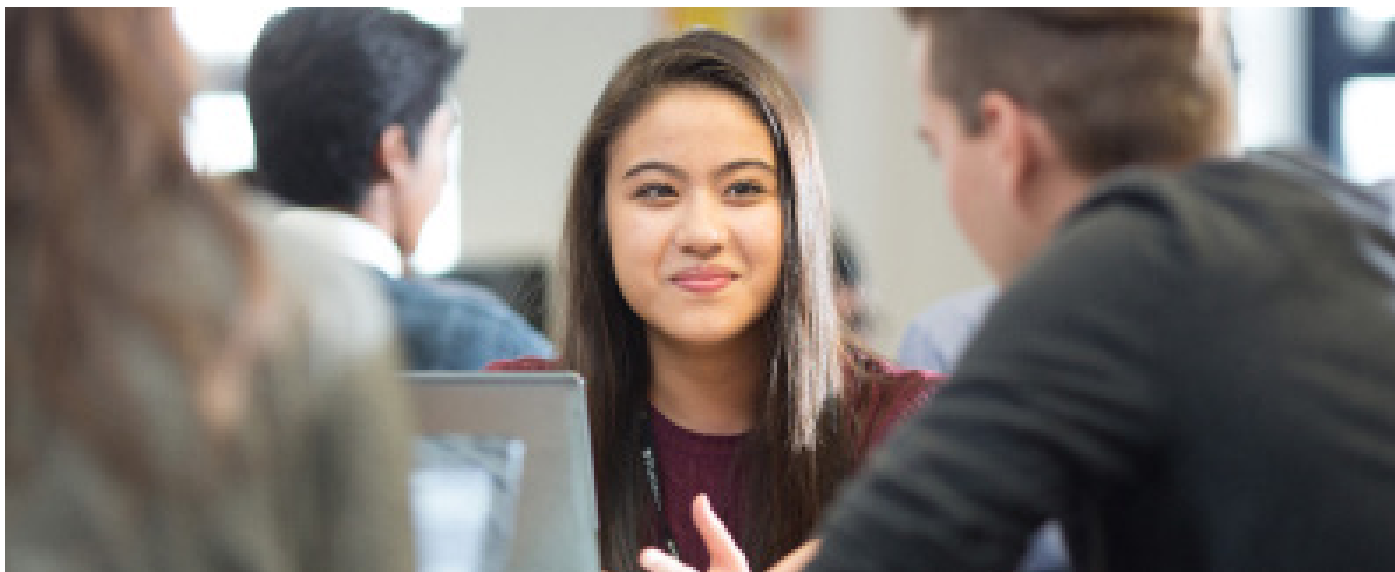


Applications must be received by **9am** on **Monday 13th December 2021**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# JOB DESCRIPTION



## Key Responsibilities

To be responsible to the Head of Science in co-ordinating the use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations (Organising the technical support team to the science department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus. / Giving technical advice to teachers, technicians and pupils-students. / Carrying out risk assessments for technician activities.)

To have overall responsibility for the promotion and observance of a healthy and safe working environment for the technical support service by:

- Actively leading and co-ordinating the assessment, monitoring and review of both health and safety procedures and information resources;
- Keeping up-to-date with current procedures and practices through continuing professional development;
- The provision of technical advice on health and safety issues to teachers and technical support staff;
- The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;
- The healthy and safe storage and accessibility of equipment and materials.

To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the department.

To contribute to the smooth running of events in the Science Department.

To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.

To be responsible for setting up and monitoring systems used in the management and control of practical resources including:

- Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;
- Monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
- Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.

To line manage a Science Technician and Junior Science Technician.

## PERSON SPECIFICATION

### Essential

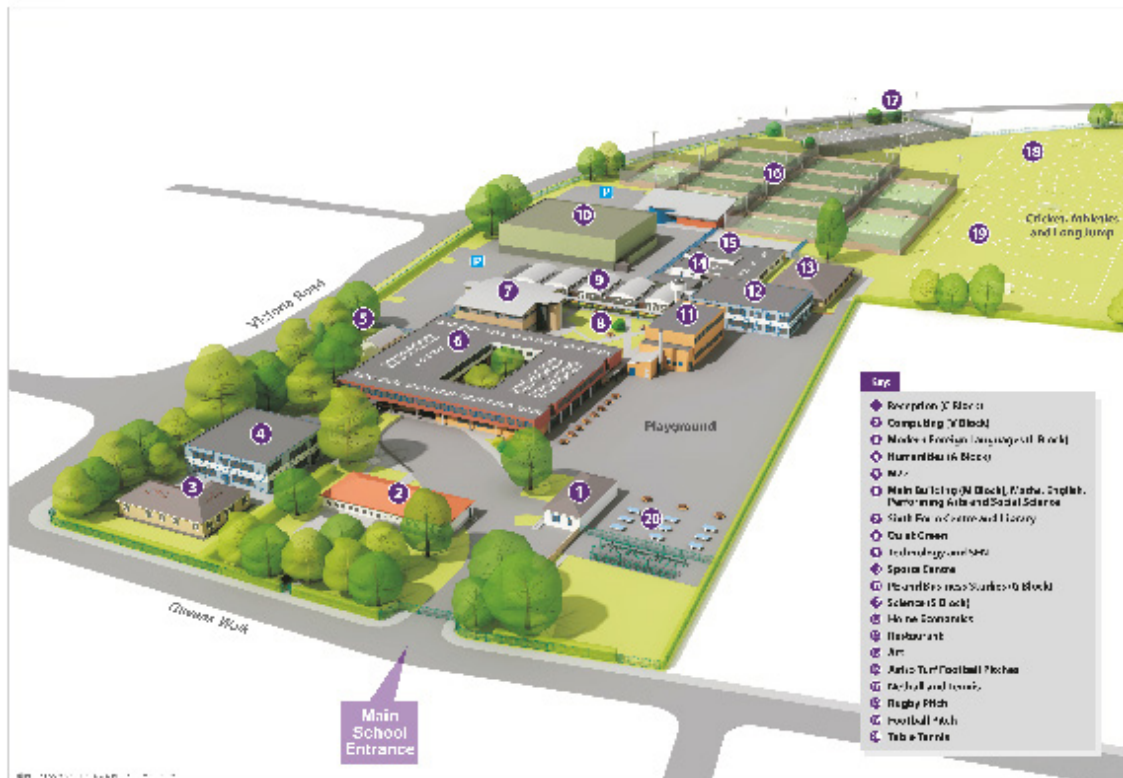
- 5 GCSE's A\*-C or equivalent, including Science, Maths and English
- A Level / BTEC / Level 3 qualification in Science
- Experience of working in a laboratory environment or in a school as a Science Technician
- Experience of working with young people
- Good oral, written communication and numeracy skills
- IT skills
- Ability to work on own initiative
- Ability to prioritise and organise own time
- Willingness to learn
- Cooperative spirit / Can do attitude
- Problem solving approach
- Patience with children
- Calmness under pressure
- Responsible and conscientious approach to Health and Safety
- Polite and Professional approach
- Ability to establish and maintain appropriate relationships with young people

### Desirable

- Degree or equivalent
- Setting up Science A Level practicals
- Knowledge of relevant codes of practice

# QUEENSMEAD

excellence through learning



T: 020 8845 6266

E: [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

Queens Walk

South Ruislip

Middlesex

HA4 0LS

[www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)