

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



SENIOR SCIENCE TECHNICIAN WITH CHEMISTRY OR BIOLOGY SPECIALISM

INFORMATION PACK

Permanent Vacancy

36 hours per week, 52 weeks per year

Salary – Scale 4, spinal point 7 – 11

circa £26,469 – £28,154 (inclusive of Outer London Weighting)

Required from: June 2024

Closing date: noon on Wednesday 5th June 2024

Interviews: w/c 10th June 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.

We are looking for a proactive Senior Science Technician who can help support with the chemistry or biology department in preparing practicals and resources across KS3 to KS5.

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

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.

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

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

JOB PURPOSE

Under the (overall) control of the team-leader technician, to coordinate the use of practical resources and facilities and provide assistance and advice in the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.

This member of staff will be responsible for:

Ensuring and promoting the maintenance of a healthy & safe working environment through:

- actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
- keeping up to date with current procedures and practices through continuing professional development
- the provision of technical advice and support on health & safety issues to teaching and technical staff
- the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards
- the healthy & safe storage and accessibility of equipment and materials

Assisting the team-leader with the day-to-day organisation and development of technical staff to ensure that essential performance standards are achieved.

Contributing to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.

Supporting the team-leader technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels and keeping up-to-date records of stock.

Under the (overall) guidance of the team-leader technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

To deputise for the team-leader technician and take a lead role in a specialist or subject area as required.

MAIN DUTIES

- Preparation of resources and assembling apparatus
- Giving technical advice to teachers, technicians and students
- Assisting in practical classes & carrying out demonstrations
- Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications)
- Carrying out risk assessments for technician activities
- Giving health & safety advice to technical staff, teachers and students.
- Disposal of waste materials
- Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical & other safety checks, etc.
- Organising, storing and checking the condition of chemicals and equipment
- Attending department meetings when necessary
- Organising and supervising trainee technicians as require.
- Support and training arrangements for trainee technicians as required
- Taking a lead role in a subject area
- Assisting with organising the technicians and monitoring performance through appraisal

- Supporting with the recruitment of technician staff
- Organising and distributing cover for teacher's absence
- To take an active role in ensuring laboratories or rooms are maintained to high standards, including the care and maintenance of drainage systems, work surfaces, storage cupboards and reporting repairs to the appropriate site manager and Head of Science. To support the team leader with monitoring that all laboratories are maintained to these high standards by other technician in the team
- Designing, constructing and modifying apparatus
- Setting up and caring for plant and animal collections
- Preparing standard solutions etc. purifying chemicals, treating waste
- Checking stock and ordering
- Keeping stock records
- Maintaining resources
- To complete orders following procedures set out by the finance department in the school
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment
- General cleaning and repair of equipment

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 Maths skills appropriate to the learning levels of the target students' groups – GCSE Grade A* - C equivalent

Desirable

- Attended professional development opportunities to develop leadership skills

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working as a Science Technician with biology or chemistry specialism
- Good knowledge and understanding of statutory guidance on health and safety in a secondary science context
- Good knowledge and understanding of School and departments Health and Safety Policy

Desirable

- Clear proven experience of leading a science technical team
- Experience of monitoring performance
- Experience of training technical staff
- Experience of leading in an area of the science technical team

SKILLS AND ABILITY

Essential

- Ability to absorb and understand a wide range of information concerning the functions of the school
- Exemplify effective practice for providing technical support to teaching staff
- Ability to build and form working relationships with students and colleagues
- Good organisational skills and ability to meet deadlines
- Ability to work on own initiative and to prioritise between conflicting demands
- Ability to work strongly in a team
- Good communication and interpersonal skills

Desirable

- Confident in use of ICT
- Ability to train and develop others in providing technical support to teaching staff

EQUAL OPPORTUNITIES

Essential

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