



Woking High School
Inspire, Challenge, Achieve



Senior Science Technician
Application Pack
Autumn 2024



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Senior Science Technician

Surrey Pay Level 6 - Actual £19,514 - £21,696, (FTE £28,645-£31,848)

Part Time – 28 hours per week, 39 weeks per year*. Term time.

Permanent contract

Start date ASAP

Supporting Science Department

Reporting to Head of Science

Closing Date for Applications : Thursday 7th November, 10am

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

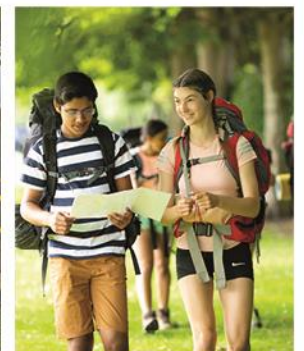
Job Profile

To support and enhance the Teaching and Learning experience of students and staff, through both practical and administrative support for the Science Department.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

Key Responsibilities

Staff Management

- Lead, supervise and deploy the Science Technicians
- Promote and maintain a co-operative working relationship between technicians and teaching staff.
- Provide/arrange provision for training for technicians.

Administration and Record Keeping - can be delegated.

- Maintain stock records of consumables, equipment and textbooks for the department. Lead annual stock checks.
- Maintain records of and monitor, departmental expenditure against budget liaising with the Head of Department. This can be delegated.
- Maintain the departmental inventory, disposing of unwanted/obsolete items appropriately.

Health and Safety

- In conjunction with the Head of Science, ensure the proper implementation of the Safety policy and the preparation of risk assessments within the Science Department. Ensure compliance with CLEAPSS/COSHH regulations.
- Regularly check CLEAPSS website for health and safety updates – update policies and risk assessments accordingly, and review them in accordance with our policies.
- Arrange safe disposal of chemical and biological waste materials.





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- Monitor and ensure the regular servicing of equipment, including electrical safety testing and pressure vessel checks – in conjunction with the Business Manager and the Site Team.
- Regularly inspect the services in the laboratories and preparation rooms, acting upon and reporting any problems as soon as appropriate.
- Lead on ensuring that the laboratories and equipment therein are safe for use.

Co-ordination and Development of practical Resources and Facilities

- Provide guidance and support to staff, and pupils, in meeting the practical requirements of the science curriculum.
- Ensure the availability of suitable materials and equipment for lessons in consultation with the teaching staff.
- Organise proper storage and monitor condition of chemicals and equipment.

Organisation of the Technical Support Team

- Prepare resources, assemble apparatus, and deliver to lessons.
- Provide technical advice for teachers and technicians.
- Conduct risk assessments for technician activities.
- Conduct risk assessments for standard practical lessons and demonstrations.
- Design, construct and/or modify apparatus as needed.
- Prepare standard solutions as needed.
- Keep up to date with Health and Safety information. Attend courses where required.
- Liaise with teachers concerning the issue of books to pupils.
- Ensure all laboratories are supplied with standard equipment (Bunsen burners, etc.)
- Maintain standard laboratory stock in good condition.
- Care for plants.
- Ensure by regular checks, carried out by the team, that sinks are clean and unblocked; electric sockets and gas taps are operating correctly; safety goggles are not scratched.

Management Information and Administration

- Communicate and consult with other staff in providing an efficient information network.
- Inform Medical Officer of details of accidents (details kept by Medical Officer) if required.
- Deal with any Health and Safety defects immediately, reporting details to the Site Team.





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Communications

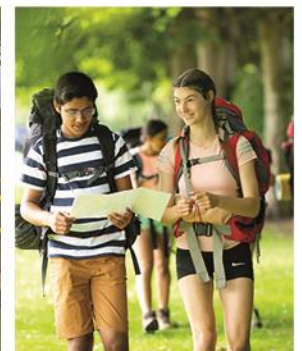
- Communicate and consult with other staff.
- Where appropriate, communicate and co-operate with internal/external individuals and bodies as appropriate.
- Attend meetings regarding the Department as required.
- Attend whole school Health and Safety committee meetings.
- Maintain confidentiality.

Skills

- Strong practical and organisational skills with the ability to manage your own workload.
- Good communication and team-working skills, as well as the ability to work using your own initiative.
- The ability to cope with competing demands.

Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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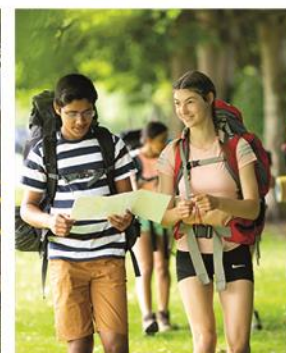
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Person Specification

	ESSENTIAL	DESIRABLE*	EVIDENCE
Qualifications and Training	<p>GCSE English, Mathematics and Science.</p> <p>Good IT skills including Word and Excel.</p> <p>Science A-Level or Degree.</p> <p>Willingness to undertake training in relevant skills.</p> <p>First aid qualification.</p>	Evidence of continuous professional development.	A
Knowledge and Experience	Experience of working in a secondary school science department, preferably as a science technician.	<p>Experience of working in a laboratory environment.</p> <p>Knowledge of safe working practices / health and safety knowledge (including COSHH).</p> <p>Experience of leading and managing a small team.</p> <p>Experience of working with young people.</p>	A, I, R
Personal Qualities and Skills	<p>Good planning and organisational skills and a flexible approach to the management of work.</p> <p>Ability to balance leading and working as part of the Science Technician team.</p> <p>Ability to effectively communicate with students and colleagues at all levels.</p>	Ability to manage unexpected situations as they arise.	A, I, R





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<p>Personal Qualities and Skills</p>	<p>Ability to maintain a professional manner at all times.</p> <p>Excellent time management and organisational skills.</p> <p>Ability to prioritise and manage competing demands and workload of own time and that of your team.</p> <p>Excellent communication, both written and verbal.</p> <p>Ability to work well under pressure while maintaining the safety standards required of the role.</p> <p>Co-operative spirit / can do attitude.</p>		<p>A, I, R</p>
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****Advantageous, but training will be given as required***

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

Safeguarding Statement

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

