



## Senior Science Technician

# Candidate Information Pack 2021/2022

**Learning Today: Leading tomorrow**

# About our school

Bentley Wood High School, Clamp Hill, Stanmore, Middlesex, HA7 3JW

## Our School

### **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

**I very much look forward to meeting you.**

Dr Janice Howkins OBE

Headteacher



# Job Description: Senior Science Technician

**Purpose:** To deliver a first class technical support system to science teaching staff. Assisting the teaching staff in the preparation of materials and equipment for use in the teaching of science subjects across Key Stages 3-5 as appropriate

**Responsible to:** Head of Science

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values;
2. To prepare the classroom for all practical lessons, taking responsibility for ensuring that the correct equipment is available and researching different experiments
3. To ensure that statutory safety regulations and safe practice are complied with in all aspects of their work, and to be proactive in monitoring and ensuring compliance.
4. To prepare and review risk assessments for activities within the science department to ensure that the risks to pupils and other staff are minimised
5. To maintain utensils, equipment and consumables in good and safe condition, carrying out periodical checks as appropriate.
6. To build and repair simple equipment where possible, and generally to maintain or manage the maintenance of equipment in general, including some high cost equipment, including the arrangement for repairs to be carried out by school caretakers or third parties. This would include liaising with the premises department to arrange for alterations or repairs to be carried out in the science area.
7. Cleaning of glassware and other equipment.
8. Preparing chemical solutions accurately and safely.
9. Ensuring appropriate storage of equipment, samples and chemicals, including radioactive and otherwise hazardous materials, and arranging for safe and legal disposal where appropriate.
10. Routine care of plants (and animals, where necessary).
11. Collection of equipment and materials from storage and their organisation for class use.
12. Delivery of apparatus, equipment and materials to laboratories, retrieving after use and returning to store and disposing of non-hazardous waste as directed.
13. Checking materials and equipment, before and after class use, for quality and damage.
14. Maintenance of stock control systems.
15. Responsibility for researching, sourcing of supplies and placing equipment orders and for liaising with the finance department in respect of these.
16. To maintain day-to-day orderliness of rooms and equipment with particular care to hygiene, health and safety.
17. To prepare material for science lessons and examinations using appropriate equipment (e.g. photocopiers).
18. Mounting displays, visual aids and students' work. Keeping the display boards attractive and up to date.
19. To record/download programmes for use in the Science laboratories, and otherwise support the development of resources.
20. To prepare demonstrations when required and to assist the subject teacher in the practical lessons.
21. To try out basic practical activities and report results
22. To supervise students occasionally when the teacher has to leave the room.
23. To help organise lessons if teachers are absent.
24. To use flexible time responsibly and to be punctual and maintain a high level of attendance.
25. To seek actively opportunities for professional development and attend and undergo suitable training.

## Senior post

In addition to the above, the senior science technician will have responsibility for the following:

1. To report directly to the Head of Science and support their role in the performance management of technical staff.
2. Technical support deployment, line management and recruitment.
3. Inter-discipline training for Technicians (Biology, Physics and Chemistry).

4. Day to day line management of two science technicians including induction, performance management, training and mentoring. Implementation and dissemination of all appropriate H & S legislation and guidance with respect to science education, including C.O.S.H.H.
5. To have overall responsibility for ensuring that statutory safety regulations and safe practice are complied with in all aspects of their work, and to monitor and ensure compliance.
6. To programme daily and weekly laboratory servicing, termly inspections and annual clean.
7. Responsibility for science petty cash accounts.
8. Oversight of inventory management, orders and disposal.
9. Responsibility for keeping records of capitation and orders placed.
10. Liaison with suppliers to obtain the highest quality for the best price.
11. Ensuring thorough stock control and order systems are in place.
12. Ensuring an up to date chemical database exists.

#### **OTHER DUTIES**

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification:

Qualifications	Essential	Desirable	How measured
Degree or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
Be able to communicate clearly and accurately both on paper and orally and to have a good command of English	✓		Application, references and interview
Be able to show initiative and know when to ask for guidance	✓		Application, references and interview
Be well organised, able to prioritise and good at starting and completing tasks	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Have good word processing skills and the ability to use Word and Excel	✓		Application, references and interview
Have knowledge of Health and Safety & Risk Assessment procedures	✓		Application, references and interview
Have or be willing to complete full First Aid training	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview

A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview