

The Ashcombe School

Science Technician Vacancy

This document contains further information for those interested in applying for the position of **Science Technician** at The Ashcombe School.

We currently have an opportunity within the Science department for a technician, whose role is to undertake a wide range of duties needed to enable the teaching staff to deliver the curriculum effectively. We are looking for an enthusiastic team player to join this large department who can offer **15 hours per week, 40 weeks of the year** (all term time plus 1 week). Working hours will be between the hours of 8.15am and 4pm, 3 days a week (Monday – Friday), but exact times and days will be agreed with your line manager.

The pay will be SES 4 (FTE - £16,904), on a fixed term contract until 31st August 2019. For 15 hours a week, 40 weeks of the year, the actual salary would be **£6158.16**

If you are interested, or need further information, please contact Maria Stanley (HR@ashcombe.surrey.sch.uk) at the school for an application form and details.

The closing date for the post is **noon on *Monday 1st October, 2018***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure Barring Service (DBS).

Job description

Job title: Science Technician

Job Purpose: As part of a team, under the leadership of the Senior Science Technician, to undertake a wide range of duties needed to enable the teaching staff to deliver the curriculum effectively within a large Science department.

Accountable to: Senior Science Technician and Head of Department: for departmental work related issues.
HR Manager: for personnel issues

<i>Key Accountabilities under the direction of the Senior Science Technician and Head of Department:</i>	<i>Key Tasks</i>
1. Planning, preparing and managing Science practicals	<p>Preparing materials and equipment for lessons, as requested by teachers in accordance with current Science department policy.</p> <p>Cleaning, making and maintenance of equipment to level of competence - if in doubt consult Head of Department and advise other technicians. This does not include routine removal of graffiti or routine laboratory cleaning.</p> <p>Notifying any maintenance of fixtures and fittings to Senior Science Technician.</p>
2. Assisting in classroom	Occasionally assisting teachers with demonstrations in class if requested and if time permits.
3. Supporting Health and Safety throughout the dept.	<p>Following COSHH guidelines at all times</p> <p>Obtaining first-aid assistance when needed and dealing with any spillages or accidents when necessary and ensuring prompt replacement of any safety equipment used or damaged.</p>
3. Helping with organisation of resources across the dept	Assisting with annual stock checking under direction of Senior Science Technician.
4. Supporting Science throughout the curric	<p>Help with preparation of exam materials and administration of required practicals.</p> <p>To help maintain the displays throughout the Science dept.</p> <p>To support Science dept. with photocopying</p> <p>To support the Science dept. and School with general admin tasks if required.</p>

PERSON SPECIFICATION

In selecting candidates for interview and eventual selection, the Governors will be looking for people with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from people who consider that they could meet most if not all of the requirements listed.

EDUCATION / QUALIFICATIONS

GCSE C (new grade 4) or equivalent in English and Mathematics (desirable)

EXPERIENCE (desirable but not essential)

Experience of working with a team of people

Science qualifications and/or relevant laboratory experience preferred but not essential as a willingness to learn is most desirable.

JOB RELATED KNOWLEDGE, APTITUDE AND SKILLS

Ability to work as part of a team.

Ability to communicate with staff and pupils and have an approachable manner.

Adaptable to changing needs.

Ability to remain calm in busy situations.

PERSONAL QUALITIES

Flexibility and adaptability

A sense of humour and perspective

Willingness to learn

A capacity for hard work and the ability to manage its pressures

An ability to establish good working relationships with a wide range of people including Science dept., admin team and site team.