



THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

SCIENCE TECHNICIAN

£15,640.88 per annum
(Based on 37 hours per week, 40 weeks per annum)

Candidate Information



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We are looking for a Science Technician to join our school. The ideal candidate will be organised, practical and flexible. Experience of working within a laboratory and/or a relevant qualification is desirable, but not essential as training will be provided. Main duties will include preparing and delivering resources and equipment to classrooms, collecting, checking and cleaning equipment, participating in classroom demonstrations and working closely with science staff.

If you are a team player with a flexible approach and a positive, can-do attitude, and would like to find out more about these positions, please go to www.radcliffeschool.org.uk, or contact Jo Moloney on 01908 682 289. The deadline for applications is midday on Tuesday 12 June 2018.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced Disclosure and Barring Service disclosure. We are an equal opportunities employer.

The Radcliffe School, Aylesbury Street West, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



Job Purpose

To deliver an appropriate and efficient level of curriculum support to the Science department.

To support the teaching and learning needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff, etc.

Working with Students

- Use skills, training and experience to support students in practical learning activities under the guidance of the teacher, and on occasion, carry out demonstrations in the classroom.
- Use specialist skills, training and experience to advise and assist students carrying out complex investigations.
- When requested by teaching staff, to demonstrate the use of different equipment and materials with particular regard to safety, including providing technical advice, assistance and supervision to students during practicals, project work and assessments.
- Supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep students on task.
- Be aware of and support difference and endeavour to ensure all students have equal access to opportunities to learn and develop.
- To undertake any other duties within the scope of the post, as required by the Curriculum Team Leader or other appropriate supervisor, in particular those which derive from the changing demands of the National Curriculum.
- Deliver learning activities to students within an agreed system of supervision in specialist area.

Health & Safety

- Take responsibility for the creation and maintenance of a purposeful, orderly and productive working environment which is healthy and safe and to take appropriate action on all Health and Safety concerns in accordance with school policy.
 - Maintain a current knowledge of health and safety requirements, including attending courses as required.
 - Promote and encourage the health and safety and good behaviour of students.
 - Be responsible for the maintenance, quality and safety of specialist equipment and liaise with outside agencies as necessary.
 - Demonstrate and assist in the safe and effective use of specialist equipment and materials.
 - Be responsible for the carrying out and reviewing department risk assessments for technician activities.
 - To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under Health and Safety at Work and associated legislation.
 - To contribute to safe working practice in preparation/storage/teaching areas.
 - To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal with spillages/emergencies during practical activities.
 - To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
 - To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
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Managing Resources

- To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- Take responsibility for timely and accurate preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Under the supervision of the Curriculum Manager, maintain resources by raising orders, receiving equipment and materials and purchasing of components for practical lessons.
- To keep sinks and worktops clean, keep stock rooms and equipment clean, tidy and in good order.
- To maintain equipment in a serviceable condition.
- To be responsible for organising the maintenance and repair for any equipment. To be responsible for the annual inventory check for departmental equipment.
- To install, test and calibrate both existing and new equipment.
- To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids.
- To adapt apparatus and basic storage facilities.
- To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.
- To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance.
- To ensure that equipment, materials and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
- To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.
- To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment.
- To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes.

Supporting Staff & Administration

- To advise teachers, when required, particularly those teaching outside the specialism, being retrained or on probation.
 - Keep curriculum area displays up to date and eye catching.
 - To maintain an up to date knowledge of technical developments in the field.
 - Help maintain and analyse records relevant to the specific curriculum area, providing reports as required.
 - Advise and assist in the preparation of lesson/work plans, worksheets, plans etc if required.
 - Help in the planning, development and organization of systems/procedures/policies.
 - Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher to support achievement and progress of students.
 - Share expertise and skills with others. Recognise own strengths and areas of expertise and use these to advise and support others.
 - To assist staff in the preparation of display materials and equipment for parents' evenings, and to clear away.
 - Where applicable, to undertake administrative tasks associated with the post, including stock recording, ordering, etc.
 - Provide specialist complex technical support for the administration and invigilation of exams and tests where necessary.
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Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings, including team briefings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required, ensuring that the needs of the school are met and the job at hand is completed on time.
- Ensure risk assessments are in place and are monitored for all areas of responsibility.
- Maintain an up to date Asset Register where appropriate.



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Willingness to work flexibly when required. • Excellent numeracy and literacy skills / GCSE (or equivalent) in Maths and English. • Willingness to undertake induction training. • Qualification in first aid at work, or willingness to become qualified. 	<ul style="list-style-type: none"> • Qualification in using science equipment. • Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). 	Application form and interview
Experience	<ul style="list-style-type: none"> • Previous work in a practical “hands-on” role. • Use of relevant equipment/ resources • Willingness to gain awareness of health and hygiene procedures. • Willingness to gain knowledge of moving and handling procedures. • Willingness to gain awareness of COSHH regulations. 	<ul style="list-style-type: none"> • Experience of working as a Science Technician. • Previous experience in a school environment. • Experience of using complex specialist equipment and resources. • Knowledge of relevant polices / codes of practice & awareness of relevant legislation. • Knowledge of COSHH regulations. 	Application form and interview
Practical Skills	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills. • Effective written and oral skills. • Excellent communication skills. • Willingness to develop knowledge of how to use specialist equipment / resources. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Ability to identify own training & development needs & cooperate with your line manager to address these. • Team player. • Strong inter-personal skills. • Willingness to work flexibly under the direction of the Head of Department. • Appropriate knowledge of first aid or willingness to attend course. 		Application letter and interview
Personal Attributes	<ul style="list-style-type: none"> • To be reliable and punctual. • To have a polite, friendly and flexible approach to work. • To have a good sense of humour. • To follow instructions • To keep calm and professional at all times. 		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to the Headteacher to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

