



Science Technician (Senior Science Technician)

Start date: As soon as possible

Permanent

19 hours per week; 38 weeks per year term-time plus two training days. Exact pattern of hours/days negotiable

Grade: Science Technician H3 (Pts 5-6); Senior Science Technician H4 (Points 6-9)

Full time equivalent salary: £19,404 - £19,780 / £19,780 - £20,953

Paid salary reflecting actual hours/weeks: £8,343 - £8,505 / £8,505 - £9,009

Roundwood Park is a high achieving 11-18 school in Harpenden. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

We have a vacancy in our excellent Science Technician team, and we are seeking candidates with suitable qualifications, interest and experience to ensure that the team continues to offer first class support within our very successful Science faculty. From our very well provided Science Block we teach Biology, Chemistry and Physics to A-level, and many of our scientists will have the highest aspirations.

Candidates may also wish to apply for the senior (team leader) role. Please make it clear in your covering letter whether you are interested in both, or only one of the roles.

Please take particular note of the following instructions in respect of the application process:

- Your application should comprise a completed Application Form, either using the on-line form and process provided by the web recruitment platform where you see this advert, or a Word document template (from the school website Vacancies page), together with a letter or personal statement addressed to Alan Henshall, Headteacher, of no more than two sides of A4, explaining how you meet the requirements for this role
- If you use the Word template, your application should be submitted electronically to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk.

We are committed to the safeguarding and promotion of children's welfare and an equal opportunities employer. We will need to obtain references in advance on any candidate short-listed for interview and all job offers are subject to satisfactory Disclosure and Barring Service clearance.

The closing date for applications is Monday 17th June 2019 at 9.00am, and interviews will be held on Friday 21st June.

Grade: H4

Responsible to: Head(s) of Science
SLT Link

1 PURPOSE OF YOUR JOB

To provide a comprehensive practical, demonstration, assessment and examination service to science laboratories, ensuring that timetable deadlines are met and all relevant safety procedures are adhered to as far as is practically possible. To ensure that all apparatus, equipment and chemicals provided are in a serviceable condition to pre-test requisitions.

2 MAIN AREAS OF RESPONSIBILITY

To determine the degree of technical assistance required by technicians and science staff. To determine the degree of support and training given to best utilise facilities and resources and to further enable the technicians' jobs to progress and develop.

To ensure all practical, demonstration, assessment and examination requirements of the Science Department are met punctually to ensure maximum technical support, identifying any significant safety areas and implement relevant health and safety procedures.

Keeping up to date with health and safety requirements, ensuring compliance with government & CLEAPSS requirements. and with developments in practical science.

Check reliability of electrical equipment and other apparatus, effecting repairs as necessary. Maintaining all equipment and chemical stock in a clean, and serviceable condition.

To implement changing practical requirements connected with the new examination specification, improve existing experiments, and develop new ideas.

To monitor stocks of consumable items and assess current usage trends in order to maintain adequate stocks in a serviceable condition and re-order as necessary.

On receipt of examination papers the postholder assesses which chemicals and equipment require ordering and submit orders prior to pre-testing practical to decide whether results are acceptable.

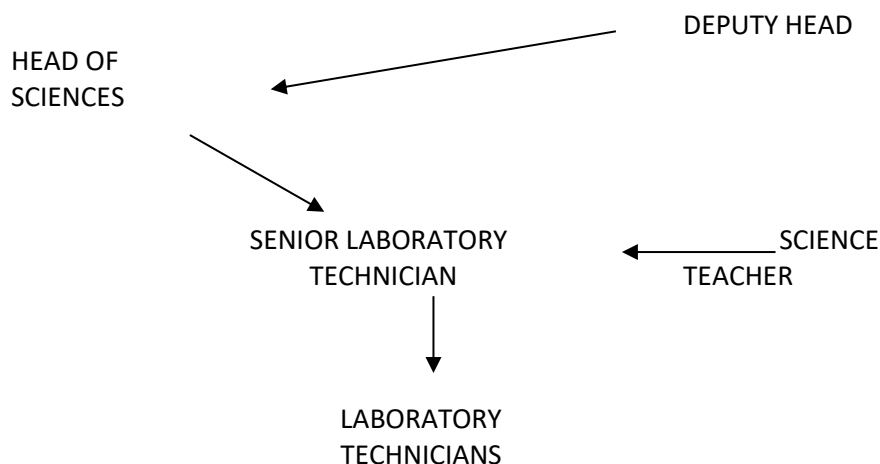
Leadership of the Roundwood Park Science Technician team providing on-going training, support and performance management.

Identify opportunities to reduce financial expenditure and then consult with the Head of Science, implementing these plans where agreed. These include assessing the use of consumable materials as well as innovative approaches to the maintenance and acquisition of equipment.

Ensure cover work for absent teaching staff is resourced.

Monitor stock, condition and distribution of science textbooks, ensuring they are appropriately placed in classrooms.

3 ORGANISATION CHART



4 SUPERVISION

Informal meetings with the Heads of Department on a frequent basis in order to discuss the Departmental objectives and priorities in order that the technical support and resources may be utilised to maximum advantage

Performance management meetings with Science Technician team.

Frequent informal meetings with the other Science Technicians to discuss, assess and distribute the workload.

5 JOB CONTEXT

The Science department provides students with a comprehensive science education.

Technical staff support the teaching staff and heads of Departments and provide all practical, demonstration, assessment and examination requirements of the department, ensuring that all equipment and chemicals used are maintained in good repair, adhering to current safety regulations.

Requisitions are submitted by the teaching staff on a weekly and/or daily basis. These requisitions are then filled by the technicians with due regard to health and safety regulations, feasibility and time priorities.

6 CONTACTS

Daily contact with Laboratory Technicians, Study Area Leader and science teaching staff in order to assess departmental workload and meet deadlines.

Frequent contact with the premises team to ensure maintenance of building and cleaning standards are upheld.

Frequent contact with secretaries to deal with all other matters relating to the Department. Occasional, but important contact with County Science Advisers, sales representatives, chemical and instrument suppliers and service engineers.

Job Description and Person Specification

Senior Science Technician



Person Specification: Criteria

Recognise the need for supplying good quality practical equipment and worksheets punctually to aid the delivery of outstanding lessons from Year 7 to Year 13.

Possess good Laboratory skills.

Organised, methodical, resourceful with the ability to respond rapidly to unforeseen demands.

Ability to use one's own initiative

Ability to prioritise planning of own work schedules in response to immediate and long term needs of the department.

Initiative to work alone and as part of a team.

Professional Experience, Skills and Commitment	Essential	Desirable
Education to 'A' level in science subjects, plus City and Guilds/BTEC. An HNC or degree would be a distinct advantage		x
Excellent timekeeping	x	
Practical and resourceful	x	
A keen eye for detail	x	
Assisting with the wider work of the Science Dept, e.g. Trips, Science Club	x	
Sound knowledge of Lab Health and Safety procedures.	x	
Experience in making up solutions, working with chemicals safely	x	
Ability to work as a part of a team	x	

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

Job Description and Person Specification Science Technician



Grade H3

1. Purpose of your Job

To provide a technical support service to school teaching staff by ensuring that equipment and materials are maintained and set up in school laboratories to enable practical work to be carried out efficiently and safely.

2. Main Areas of Responsibility

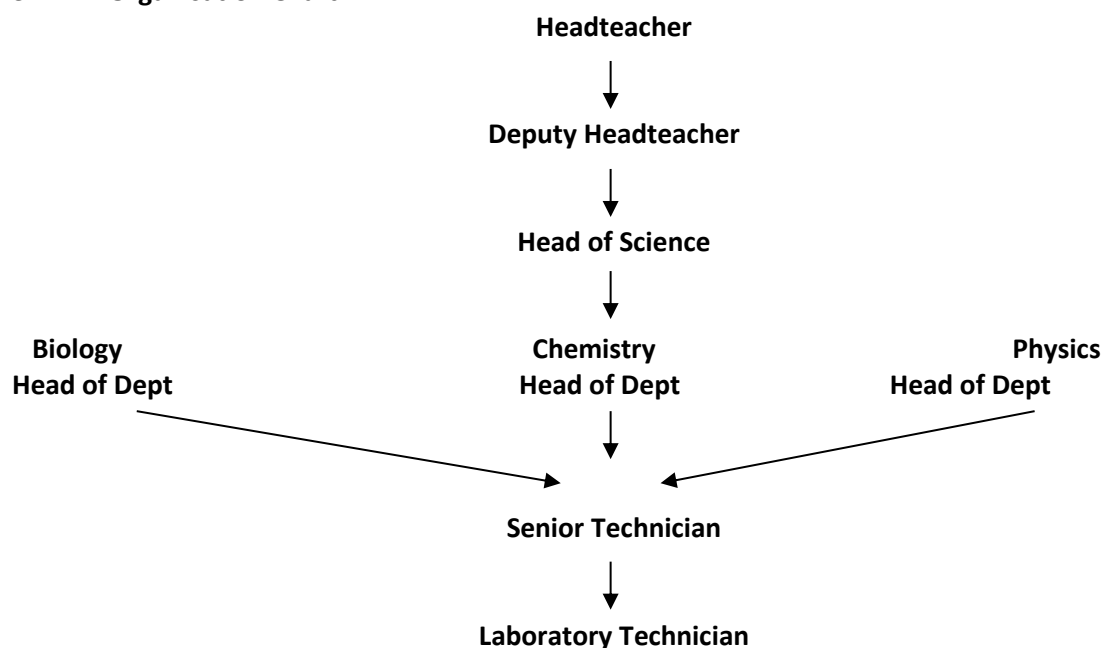
Ensuring that apparatus is correctly set out in advance for practical work for all science departments i.e. Physics, Chemistry, Biology.

Ensure that all apparatus and equipment is maintained to an appropriate standard, and that all equipment and chemicals are safe for use.

Preparation of stock solutions for general use and those specifically requested for class practical work.

Ensuring the general cleanliness and tidiness of laboratories and preparation rooms to maintain efficiency and safety.

3. Organisation Chart



Job Description and Person Specification Science Technician



4. Supervision

Daily informal contact with the Senior Technician/other technicians, and members of teaching staff to discuss work priorities for that day, future planning for practical assessment etc.

5. Job Context

The Science Department provides pupils with a comprehensive science education.

Work is mainly from the teaching staff, and monitored by the Senior Technician. Items of equipment and materials are prepared for use in practical lessons.

6. Contacts

Frequent contact with Heads of Science departments, and Science teachers to discuss requirements for lessons. This is useful since it is sometimes possible to suggest alternatives to their requirements which may be more time effective, or equipment may be unavailable due to over demand.

7. Knowledge, Experience and Training

Science qualifications to 'A' level are of great advantage. To have a background which provides a knowledge and understanding that allows the postholder on occasions to work on their own initiatives to make helpful and effective suggestions. Long term experience in school laboratories with other competent technicians gives one an extensive knowledge of lab skills and techniques. With this experience the requirement of the teaching staff can be anticipated, and a safe environment maintained.

8. Problems and Decisions

Difficulties are often encountered due to an over demand of limited resources. Re-allocation of apparatus has to be made which requires liaison with the teaching staff or Senior technician.

9. Additional Information

Regular preparation of GCSE & 'A' level practical assessments.

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Job Description and Person Specification

Science Technician



Person Specification: Criteria

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Organised, methodical, resourceful with the ability to respond rapidly to unforeseen demands.

Ability to use one's own initiative

Ability to prioritise planning of own work schedules in response to immediate and long term needs of the department.

Initiative to work alone and as part of a team.

Professional Experience, Skills and Commitment	Essential	Desirable
Education to 'A' level in science subjects, plus City and Guilds/BTEC. An HNC or degree would be a distinct advantage		x
Excellent timekeeping	x	
Practical and resourceful	x	
A keen eye for detail	x	
Assisting with the wider work of the Science Dept, e.g. Trips, Science Club		x
Sound knowledge of Lab Health and Safety procedures.		x
Experience in making up solutions, working with chemicals safely	x	
Ability to work as a part of a team	x	

Faculty of Science

Teaching Team

Mr. Paul Barnett
Dr. Anne Bentley
Mrs Bal Bhatti (Head of Chemistry)
Mr Peter Binks (Assistant Headteacher)
Mrs. Katy Turberville
Miss. Laura Brimacombe (Deputy Head of Faculty, Head of Biology)
Ms. Elizabeth Glennie (Head of Health and Social Care)
Mrs. Colleen Halliday
Mr Peter Hambridge (Head of Faculty)
Dr. Ilaria Inghima
Mrs. Kathryn Robbins (Head of Physics)
Ms. Shakeela Rashid
Dr Andy Perrett (Head of Year)
Mr. Bill Whitmore (Head of Year)
Mrs Louise James
Mr Jean-Michel Jacquinet

Technician Team

Mrs. Amanda Green (Senior Technician)
Mrs. Lesley-Jane Mackenzie
Mrs Tamara Edmonds-Tibbett
Mrs Nicole Lind
Mrs Samantha Mills
Mrs Janet Titman

Aim

We want our students to R.I.S.E in Science!

Our mission is built on the principle that we...

...will raise students' interest in a truly fascinating subject

...will raise the standards achieved by our students

...will raise excellence in performance of scientific skills.

**Raising
Interest,
Standards &
Excellence.**



Science Curriculum

We use a variety of teaching methods to ensure that students are fully engaged, actively involved and experience an enjoyable learning environment at all times. These include hands on practical work, active learning tasks, project work and model making. Emphasis is placed on developing skills, such as team work and creativity right from the beginning of Year 7.



Years 7 & 8

Key Stage 3 is a two year course. All students follow a programme of units that develop their knowledge of Biology, Chemistry and Physics. Each unit contains a range of practical, written and discussion activities designed to develop understanding of scientific ideas and skills. All Science lessons take place in well-equipped purpose-built Science laboratories of which there are nine. The department is fully connected via Wi-Fi and ICT is incorporated into many learning activities. Assessment of core Science skills is made during each term's work. Six written tests are taken throughout each year, to assess knowledge of Science. Classes are mixed ability and are taught in form groupings.

Year 9

Students begin their Key Stage 4 studies in Year 9. They begin to follow the AQA GCSE Science course presented in separate units for Biology, Chemistry and Physics. This allows students to focus on each subject individually. The GCSE Science course is for learners of all abilities and prepares students for further studies in Science. The students are assessed regularly with GCSE style tests to monitor their progress in line with KS4 expectations. During this year students decide if they wish to study the Combined Science (double award) or the Separate Sciences.

Years 10 & 11

As the students enter into Year 10 they continue with the second year of the GCSE course and the choice they have made determines the teaching during Year 10 and 11. They will have either two or three specialist teachers depending on the route chosen. The Separate Science course covers extra units that are taught in Year 11 to gain an individual GCSE in Biology, Chemistry and Physics. These courses provide a firm foundation for progression to AS and A Level Science where we offer the choice of all three Science disciplines.

Key Stage 5

At A level, OCR Advancing Physics, OCR A Chemistry and Edexcel Biology SNAB are all popular choices.

Extra-curricular activities / external links

Students at all levels are encouraged to partake of activities made available by the department. A variety of trips, visits and speakers (including Nobel Prize winners) are offered to enrich the curriculum. Science days are organised to engage the students with visiting companies such as **Astrium** an aerospace subsidiary of the European Aeronautic Defence and Space Company (EADS). Science week each year offers a number of activities for students of all years to get involved with. A science club is also led by Sixth-Form volunteers and proves very popular. There are strong links with STEM, UCL and Rothamsted Research.

Teaching facilities

We have nine well-equipped laboratories. All laboratories are networked via Wi-Fi. There are good outdoor facilities such as a large field for ecological and other study purposes.