



ST MARY'S CALNE

Science Technician

JOB DESCRIPTION

The St Mary's School campus is home to St Mary's Calne, St Margaret's Preparatory School and the St Mary's School Sports Centre. Both schools are recognised leaders in the field of independent education, and the Sports Centre is open to students, staff and the wider community on a membership basis.

St Mary's has a very strong academic reputation. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects, and results in public examinations are consistently excellent. Extra-curricular activities and opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's, who are encouraged to strive for excellence in a wide range of spheres. We pride ourselves on the superb quality of our pastoral care and our focus on individual needs.

We have an opportunity for someone with suitable knowledge to join our award-winning team (Platinum Science Mark 2018-2021) as a general Science Technician (preferably with a Physics speciality but this is not essential). The successful candidate will work alongside a Biology Technician and a Head Technician (with Chemistry specialism) preparing practical activities, providing technical support (including classroom support), and keeping the laboratories organised, safe and tidy, resulting in a full, varied and satisfying role within the team.

Job Title:	Science Technician
Salary Range:	£20,500 - £21,500 (pro-rated to £14,300-£14,900 for term time weeks)
Normal Hours:	36 hours per week (term time only - 35 working weeks per year)
Pension:	Scottish Widows scheme with generous employer contributions.
Holidays:	Term time only contract: 5 weeks paid holiday calculated as part of salary. Term time only staff work 35 full weeks per year and cannot take holiday in term time.
Line Manager:	Head Science Technician

The Science Department

The Science Department currently consists of four Biologists, two Chemists and three Physicists. There are three full-time technicians. It is forward-thinking and values teaching which is both engaging and enthuses the girls, with the aim of inspiring them to think of continuing with Science as a career.

In both LIV and MIV (Years 7 and 8) the girls follow a bespoke curriculum which is specifically designed to ensure that a love of scientific inquiry is engendered from day one. The year is divided into three 7 week blocks and the girls are taught each of the three sciences in rotation by a subject specialist for 2 lessons a week.

Within the department we try to provide as many extra-curricular activities as possible across the whole field of Science. We have termly enrichment weeks, a week of science events and activities for British Science Week as well as other trips to GCSE Science Live, the Bristol museums, Science festivals, and lecture events. This year we are competing in the 'Bloodhound Race for the Line' and we have started a Lego robotics club.

The school has five well-equipped laboratories, which are housed in a separate science block, along with a science classroom located close to the laboratories. There are two prep rooms as well as a separate chemical store. Within the Science building there is a workroom with dedicated desk space for each member of staff as well as a photocopier and printing facilities.



1. Job Purpose

- To organise and prepare the practical activities requested by teachers
- Where possible to provide specialist technical support to teaching staff in the Science Faculty, including in-class support with pupil activities.
- To support the other services of the science department.

2. Main Duties & Responsibilities

- To provide specialist assistance and support the teaching staff in the preparation and assembly of teaching resources: paper-based, apparatus and equipment across all sciences (with a speciality in Physics as a desirable asset, but not essential).

- To take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities, under the general direction of the Head(s) of Department and Head Science Technician.
- To prepare, equip and maintain classrooms, laboratories and workshops for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- To contribute to teaching sessions, as appropriate, by demonstrating or advising on the proper use of materials for practical activities, including teacher directed support for individuals or assisting with practical project work (e.g. as part of post-16 studies).
- To maintain and undertake reasonable repairs to equipment where practical to do so or to arrange alternative servicing by approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To maintain appropriate records for the control and allocation of relevant equipment and resources, including service schedules and inventories.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support the Teaching Staff with the organisation and preparation of displays of subject materials or students' work, when appropriate.
- To be responsible (alongside the Head Science Technician and the Head of Science) for Health and Safety within the department and to ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This will involve undertaking regular checking procedures and risk assessments, as appropriate to the work area and may involve additional training.
- To play a proactive role in developing the skills and expertise of teaching and technical staff and in promoting 'best practice' in all aspects of the work requirements.
- To assist with ensuring all laboratories and science classrooms are correctly stocked at all times.
- To support, and at times to lead, extracurricular activities run by the department, subject to standard health and safety and safeguarding guidelines.

3. **Job Context**

The post holder will play an important role in providing support to teaching staff within the designated work area and in ensuring the safe and proper use and maintenance of resources and equipment. The knowledge and skills will support a variety of teaching activities, including, where possible, more advanced work with post-16 examination courses.

4. **Supervision and Work Planning**

General supervision will be provided by the Head Science Technician as appropriate. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

- 5. Problem Solving and Decision Making**

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment. This may include:

 - identifying health and safety considerations
 - diagnosing faults in equipment and determining appropriate remedial action
 - designing and constructing equipment to meet identified requirements
 - trialling experiments and activities to establish suitability for classroom application including practical skills tests for GCSE and A level.
- 6. Communication**

The post involves working closely with all school staff, particularly teaching staff, teaching assistants and other administrative staff.
- 7. Physical Effort**

Lifting and movement of resources and equipment to teaching laboratories will be required, using trolleys where appropriate in line with current Health and Safety legislation.
- 8. Compliance**

Compliance with the Data Protection Act and all school policies with special regard to those relating to Health and Safety, smoking and acceptable use of the internet.
- 9. Equipment**

Competent use of ICT when appropriate to produce resources and support teaching. Competent use and application of specialist equipment for the relevant subject area/department.
- 10. Entitlements / Staff Development and Training**

To undertake any activities which will support the post, including an annual professional development review.
- 11. Special Notes / Conditions**

The post holder will be expected to act as a role model and support school policies. Protective clothing will be provided and should be worn as appropriate
- 12. Working hours/ holiday time**

This role is term time only, 35 weeks per year. The post offers 36 hours per week Monday – Friday (our full-time working week is based on 40 hours). The salary is pro-rated for working weeks, plus 5 weeks extra paid in holiday pay, and for 36 hours per week. Breaks are unpaid but lunch is provided in the school dining room.

Person Specification

Essential

- An understanding of Word, Excel and an ability to learn to use the internal computer systems
- An ability to prioritise work
- An ability to work methodically and systematically.
- An ability to work with an attention to detail.
- To be numerate
- To be punctual and efficient
- An ability to work both individually without supervision and in a team
- GCSE in Science
- A commitment to professional development

Desirable

- Proven knowledge and skills in a Physics background (A level or degree qualification, or previous job role)
- A Level or degree qualification in any Science subject
- Previous experience as a science technician
- An interest in the education of young people

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.



Further details

Further information about the school may be viewed on the website: www.stmaryscalne.org.

To Apply

Download an application form from the school's vacancies page, or request one by email. Complete and return the form to: recruitment@stmaryscalne.org

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. The school's Child Protection Policy is available on our website and we would expect applicants to have read this if they are called for interview.

Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or culture. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2021. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

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