



May 2018

Science Technician
Grade 5/6 £17,681 - £20,541 per annum (FTE)
Part Time 2 days per week
Required as soon as possible

Dear Applicant

Thank you for your interest in the post of Science Technician at The Henry Box School. We are looking to appoint an enthusiastic Science Technician to provide practical support to our science department. Candidates should be well organised and have the ability to work flexibly, independently as well as working as part of a team. Thank you for your interest in the post of Science Technician at The Henry Box School. Visits to the school are welcome, by prior arrangement.

The Henry Box School is a successful, thriving mixed comprehensive school of over 1200 students situated on Church Green in the historic market town of Witney. The school was founded in 1660 by local man, Henry Box, and the beautiful original school building is still in daily use in the centre of our attractive site. We are proud of our history and tradition and very excited about our future. The school was inspected by Ofsted in November 2017 and was judged as 'good' in every category. The GCSE examination results in 2017 were excellent, with 'A' Level results above the national average.

At Henry Box, we are fortunate to have fantastic staff, both teaching and support, experienced and supportive governors, and students who have positive attitudes and are keen to learn. Students and staff enjoy respectful relationships, and above all we are a very happy school. Professional Development is central to our work and we offer opportunities and support for all staff to develop their skills. From our excellent NQT programme through to our 'Future Leader' programme, we are committed to recruiting and retaining the best. Being the lead school in our multi academy trust, we can also offer the opportunity for colleagues to develop their careers beyond one school if this is their area of interest.

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

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If you are interested in working in a forward thinking organisation, then Henry Box could well be the place for you. Our commitment to learning, leadership and literacy can found in our latest Ofsted report [here](#):

If you decide you want to be part of our dynamic team, we look forward to receiving your completed application form by **Monday 4th June at 9am**. In the meantime, if you have any queries about this role, please contact Kirsty Cantley (HR Manager) on 01993 848166 Monday – Friday 8.00am – 2:00pm (term time only) (email jobs@millacademy.co.uk)

Further information about the post is given below.

Yours sincerely



W J Hemmingsley
Headteacher

The Science Faculty

The Science Faculty is a strong team of eleven committed specialist teachers. The team is managed by the Faculty Leader for Science.

Science across the Key Stages is taught in 11 well-equipped laboratories. The Science laboratories are served by 3 preparation rooms, one for each specialist area. There are 3 full-time, well-qualified and experienced laboratory Technicians who give invaluable support to Science teaching. There is also a greenhouse off one of the Biology laboratories and an established pond within a Science garden area. Schemes of learning, resources, course outlines and practical equipment are available for each year group and offer a broad and balanced curriculum for all students as well as maintaining flexibility for teachers. Every laboratory is equipped with a data projector and computer. In addition, six of the laboratories have interactive whiteboards. Teachers and students also have access to two banks of 15 laptops.

The new Key Stage 3 programme of study follows the national curriculum, using our own schemes of learning adapted from the Collins scheme. These schemes place a large emphasis on the skills required to successfully access the new GCSE courses in Key Stage 4. In Year 7, 8 and 9 students are taught in all ability groups and have 6 hours of Science per fortnight. Year 9 students complete the Key Stage 3 course by the end of term 2 and then begin the first GCSE modules in Biology and Chemistry.

All students in Years 10 and 11 follow the new AQA GCSE specification. Teaching groups are not set by ability and most students choose to study Separate Biology, Chemistry and Physics GCSEs. The rest study Combined Science, leading to a double award GCSE. All Key Stage 4 Science groups are taught by subject specialists.

Science at Henry Box is a popular subject amongst students and attracts large numbers of candidates for A-level. The specifications followed are:

- Biology: Edexcel
- Chemistry: Edexcel
- Physics: AQA

A level groups usually have around a dozen students and so there is often more than one group in each subject.

JOB DESCRIPTION – SCIENCE TECHNICIAN

Rate of Pay: Grade 5 - 6 £17,681 - £20,541 per annum (pro rata)

House of Duty: Wednesday and Friday 8.15 to 2.45pm

Job Purpose

To assist the technician team in the provision of technical and administrative support to the staff in the Science Department, with the flexibility to help out across all three different subject areas as required. Preparing experiments, advising on correct and safe use of equipment and clearing away.

The technician is a vitally important member of the department. Inevitably demands may arise which do not fall precisely within the above description, thus the Technician is expected to be flexible and willing to use their initiative.

Organisation

- The group as a whole must work as a team and provide other technicians with help and support covering all subjects.
- Construct and modify apparatus
- Carry out risk assessments for technician activities
- Keep up to date with health and safety requirements and with developments in practical science from CLEAPSS
- Prepare standard solutions, treat and dispose of waste materials
- Run safety checks on equipment that require them
- Organise, store and check the condition of chemicals and equipment
- Stock check chemicals and equipment
- Perform checks on standard equipment stored in the labs i.e. Bunsen burners, goggles etc.
- Document and control petty cash
- Be available to assist with the smooth running of class practical's of assessments
- Purchase perishable items and other sundries

Administration

- Check and maintain stock of worksheets and order, collect and file new worksheets from Reprographics
- Maintain filing systems
- Order supplies and equipment
- Stock take and update inventories

Resources

- Prepare resources, assemble apparatus as directed by teaching staff and place in trays ready for lessons

- Maintain and repair the apparatus/equipment used by the department and report other damages/needs
- Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure that health and safety guidelines are adhered to
- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, E-mail, photographic equipment)
- Report any damage/issues to the Facilities Help Desk
- Maintain tidy and organised work spaces and storage areas
- Give technical and health and safety advice to teachers, other technicians and students
- Have a working knowledge of current Health and Safety regulations (COSHH)
- Check and maintain textbooks in laboratories
- Advise teaching staff of any clashes of equipment well in advance of lesson
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General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/works/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in the relevant meetings as required
- Participate in training and other learning activities and performance developed as required

The Henry Box School is part of The MILL Academy and employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

PERSON SPECIFICATION

Essential

- An Interest in working with young people
- An interest in Science
- Good standard of literacy
- Ability to work as part of a team
- Awareness of the need to work within existing school systems
- Confident, conscientious, enthusiastic and positive
- The ability to relate well to students and staff.
- Good organisational skills
- Initiative and common sense

Desirable

- Previous experience of working in a school as a Science Technician
- Commitment to further training and development

Personal and Professional Conduct

A Science Technician is expected to demonstrate good standards of personal and professional conduct. Uphold trust in the profession and maintain high standards of ethics and behaviour, within & outside school

- (a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- (b) Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- (c) Showing tolerance of and respect for the rights of others
- (d) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and the tolerance of those with different faiths and beliefs
- (e) Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

Safeguarding

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks. Successful candidates will be required to attend school Safeguarding training as required.

Health & Safety

All staff at The Henry Box School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy

For all staff- You have specific responsibilities under Health & Safety / Child Protection Legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children/ child protection concerns to a senior member of staff
- Attend safeguarding training as required

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

W J Hemmingsley

Headteacher

May 2018