



HAMPSTEAD SCHOOL
Learning together Achieving together



SCIENCE TECHNICIAN APPLICATION PACK



HAMPSTEAD SCHOOL
Learning together Achieving together

Science Technician

39 weeks per year

35 hrs per week

Grade S4

£19,170

To start asap

We are seeking an inspirational person to take up this position in our progressive and dynamic school. You will be responsible for the day to day science practical needs of the school, provide technical support for school science department and teachers, including the preparation of requested equipment or laboratory services for classroom or extra-curricular activities, as well as display within the faculty.

You should:

- Be fully competent in the preparation of school laboratory requisitions and equipment, preparing and maintaining science equipment and resources in an approved and safety conscious manner
- Be a team player with excellent communication skills
- Be enthusiastic and optimistic in your approach to personal development
- Be committed with attention to detail

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Closing date for applications: Midday on Wednesday 20 March 2019

Interviews will be held on Thursday 21 March 2019

The school is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

For details and an application form, please see the school website, email specifying which post you are interested in.

11 – 19 Mixed Comprehensive N.O.R: 1250

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133

Email: vacancies@hampsteadschool.org.uk

Website: www.hampsteadschool.org.uk





SCIENCE TECHNICIAN

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE: S4 (Term Time - 35 hours per week)

HOURS: 0830 to 1630 with flexibility to support evening events as necessary

PURPOSE:

- To provide technical support to the Science Faculty, organizing, preparing, delivering and removing equipment and materials needed for lessons including datalogging and other ICT equipment
- To support the safe working environment within the Faculty for staff and students in line with Health & Safety and COSHH Regulations
- To work with the Head of Faculty on continual development of the curriculum by providing technical support and advice help support
- To assist with the preparation and organization of displays for the Faculty and other parts of the school as required

DIRECT REPORTING:

Head of Faculty (HoF) / Senior Science Technician

<p>CORE DUTIES:</p>	<ul style="list-style-type: none"> • To liaise with the Senior Science Technician on stock control of consumable items and equipment • Support the teaching and learning in preparation for and during lessons including designing and constructing equipment • To support the teaching and learning process within the faculty by providing technical support in preparation for and during lessons • To help ensure that statutory safety regulations and safe practice is complied with relating to teacher/technician skills qualifications and student involvement in the classrooms • To prepare materials and set up of equipment in laboratories and collect at the end of lesson • To carry out demonstrations in lessons as required • To maintain good housekeeping standard in the working areas, including cleaning, tidying the work area • To carry out minor repairs to equipment as necessary • To assist with the preparation and hanging of display for the Science Faculty • Liaise with site staff and IT technical staff to ensure the safe and efficient use of resources • Any other duties that may be required as directed by the line manager
<p>OPERATIONAL & STRATEGIC PLANNING</p>	<ul style="list-style-type: none"> • To contribute towards creating and sustaining an achievement culture • To support the Behaviour for Learning system
<p>SERVICE DELIVERY:</p>	<ul style="list-style-type: none"> • To service, maintain and securely store equipment • To prepare resources of individual lessons and transport and collect materials • To help maintain the learning spaces in a suitable condition for use by staff and students

HUMAN RESOURCES	<ul style="list-style-type: none"> To support with the delivery of the administrative needs as required
QUALITY ASSURANCE:	<ul style="list-style-type: none"> To support the effective operation of quality assurance systems To implement standard operating procedures
MANAGEMENT INFORMATION	<ul style="list-style-type: none"> To maintain accurate and up-to-date information
COMMUNICATION & SERVICE ORIENTATION:	<ul style="list-style-type: none"> To ensure effective communication with school community To communicate and co-operate with persons or bodies outside the school and to actively promote the school's vision and ethos To contribute to school publications
MARKETING & LIAISON:	<ul style="list-style-type: none"> To contribute to the school's liaison and marketing activities
MANAGEMENT OF RESOURCES:	<ul style="list-style-type: none"> To manage the available resources efficiently and in line with Nolan principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership

ADDITIONAL DUTIES

- To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise

OTHER SPECIFIC DUTIES:

- To continue professional/personal development as agreed
- To be generally responsible for safeguarding and promoting the welfare of students
- To take the lead in courtesy to colleagues and in modelling the schools ethos to visitors and callers

The school will endeavour to make any necessary reasonable adjustment to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

FUNCTION LINKS:

The post holder would be expected to liaise with staff at all levels as well as other stakeholders including parents

HEALTH & SAFETY:

The post holder is

- expected to deliver first aid for which relevant training would need to be undertaken
- required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognized codes of practice
- required to be aware and comply with the policies of health and safety

This job profile is current at the date shown, but in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grad and job title.



**SCIENCE TECHNICIAN
Person Specification**

	ESSENTIAL	DESIRABLE
Qualifications: <ul style="list-style-type: none"> • Good level of education including English & Maths • Relevant technical/scientific qualifications • First Aid at Work • Enhanced DBS 	X	X
Experience & Knowledge: <ul style="list-style-type: none"> • Biological and chemical preparation • Health and Safety/COSHH/risk assessment • Laboratory and equipment maintenance • Prioritising and organizing workload • Proficient use of Microsoft Windows & Office packages including the use of Word, Excel • Working with and communicating effectively with young people • Knowledge of working with the BTEC Applied Science course & A-Level sciences 	X	X
Skills & Competencies <ul style="list-style-type: none"> • Working within the regulatory requirements of Health & Safety regulations and of COSHH • work as part of a team as well as working on own initiative • excellent organizational and communication skills • working with minimum of supervision 	X	X
Equal Opportunities <ul style="list-style-type: none"> • Commitment to equality of opportunity as central to support within a social inclusion framework • Commitment to Safeguarding 	X	
Disposition <ul style="list-style-type: none"> • Excellent record of punctuality and attendance • Enthusiasm, flexibility and adaptability • Willingness to acquire new skills as appropriate 	X	