



# Science Technician

## Information Pack

Updated June 2024

## Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

This role at Priestlands is a key post within the Science Department, working closely with the teachers to prepare the classrooms for the day and organising the experiments, along with completing admin related tasks.

We are looking for someone who is able to join us from September for 32.5 hours per week (Monday to Friday). Hours will be discussed and agreed prior to appointment as there is some flexibility, but potentially a mix of early and late shifts, comprising of 07.45-14.45 and 08.45-15.45 per week which includes a 30 minute unpaid daily break. The post will appeal to someone who is naturally comfortable in the presence of young people, enjoys being with them, and has a keen interest in science. A good sense of humour, a positive attitude and resilience are essential! The role is busy and varied, so you will need to have exceptional communication and organisational skills and be able to work both independently and as part of a team. Previous experience of working with young people along with knowledge or interest in science/chemicals would be an advantage, however training and induction will be provided.

The successful candidate will benefit from the perks of working within a school, including up to 13 weeks off per year. There is a generous employer contribution into the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary will be paid at Grade C for 39 working weeks per year. This is paid for 44.6 weeks of the year to include a proportion of holiday pay. In addition, up to a one week of overtime may be required during the school holidays, this would be agreed in advance with your line manager. Actual salary would be £17,414 - £18,186pa (equivalent to £23,115 - £24,140 a year full-time). This is a term time contract which means that you are not entitled to take time off during the 39 weeks the school is open. The salary is paid in 12 equal payments.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply, please click on the 'apply now' link which will take you to the online application form. Please do not submit a CV as it will not be accepted.

If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

## Job Description

### Purpose

To provide the Science Department with support in preparing the Science Labs for the day, collating and preparing the equipment and chemicals needed for the experiments along with admin related tasks.

### Principal Duties

- Preparing classroom equipment for practical lessons, based on teacher requirements.
- Preparing and collating materials for use in practical lessons, based on teacher requirements.
- During lessons, remaining on stand-by in classroom, laboratory or preparation room to be available to support teacher and assist with materials and demonstration experiments when needed.
- Preparing appropriate resources for examinations.
- Identifying when stocks are running low and prepare order forms for line manager in order to ensure materials and equipment are always available. Being aware of departmental budgets in relation to ordering.
- Checking, recording and storing supplies when received at the school.
- Regularly ensuring that materials and equipment are in good and usable condition, carrying out minor maintenance where appropriate.
- Ensure appropriate labelling and storage of equipment and materials.
- Attend training in order to carry out certain experiments or operate equipment, where this requires application of acquired skills and be willing and able to train others accordingly.
- Carrying out photocopying of resources.
- Assisting with preparation of displays of students' work.
- A range of health and safety responsibilities including:
  - Keep up to date with CLEAPS regulations.
  - Ensuring machinery is switched off at source.
  - Ensuring equipment is maintained to a safe standard.

**This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required.**

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English, Maths & Science at Grade C or above (or equivalent).	A-level Science
Experience	Relevant work experience.	Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	<p>Strong literacy and numeracy skills.</p> <p>Strong communication skills, a positive attitude, resilience.</p> <p>Team player with a 'can do' approach.</p> <p>Able to work independently and with initiative.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Able to work calmly and with patience.</p> <p>Professionally discrete and able to respect confidentiality on particular issues.</p> <p>Good organisational skills.</p> <p>Good ICT skills.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective relationships.</p> <p>Enjoy a good rapport with young people.</p> <p>Able to encourage students appropriately.</p> <p>Firm, sensitive and effective approach towards student discipline.</p>	<p>Knowledge of Microsoft Office, Arbor &amp; Excel.</p>
References	Supportive.	