



**Lead Science Technician**  
**Term Time only - 34 hours per week**  
**Grade 7 (currently £21,074-£23,111 pro rata)**

We are looking to appoint an enthusiastic and capable Lead Science Technician to provide support across all sciences as soon as possible. You would be joining a dynamic, supportive and high performing department. We encourage applicants from a wide range of backgrounds.

**Main responsibilities:**

- To support the Head of Science and all Science colleagues
- To be an advocate for health and safety across the department
- To support teaching staff in the provision and organisation of teaching resources
- To maintain Science laboratories, prep rooms, equipment and services in good working order

**Personal qualities:**

- Reliability, punctuality and good organizational skills
- Independence and team work.
- Patience and able to work to deadlines.
- A dedication to personal development

If you are interested, please complete an application form and include a letter outlining your reasons for applying and your suitability for the post. Application forms and further details are available on the school's website or from Morag Robinson (tel. 01608 649500 or email [office.4010@chipping-norton.oxon.sch.uk](mailto:office.4010@chipping-norton.oxon.sch.uk)). The closing date for receipt of applications is 15 March 2019. Visits, by arrangement, are welcome.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

| CHIPPING NORTON SCHOOL – JOB DESCRIPTION |                    |              |   |
|--|--------------------|--------------|---|
| <b>Job Title</b>                         | Science Technician |              | <b>Department</b><br>Science  |
| <b>Reporting to</b>                      | Head of Department |              | <b>Weeks per year</b><br>39 working weeks + 5.60 paid holiday weeks |
| <b>Hours per week</b>                    | 34                 | <b>Grade</b> | 7 (£21,074-£23,111 pro rata)  |

### ***Role Description***

The successful candidate will work under supervision of the Head of Department.

### **Key Responsibilities**

- Preparation of resources as per teacher requests
- Delivery of equipment and resources to teaching laboratories
- Preparing solutions following CLEAPPS recipes
- Assembling apparatus (construction and modifying)
- Collecting, checking and returning equipment and resources to stores
- Disposing of waste materials safely following CLEAPPS regulations
- Trialling experiments
- Carrying out risk assessments
- General laboratory maintenance (cleaning sinks and surfaces)
- Maintain COSHH register of chemicals in Biology
- Provide technical support and H&S guidance
- Keep up to date with H&S regulations
- Care for plants
- Obtain general materials by local purchase
- Support teaching and learning by data input on computer
- Any other responsibilities considered by the Head of Department to support the department

### **Essential Skills and Attributes**

- Excellent communication skills and organisation
- Commitment to hard work
- Ability to work to strict deadlines and resourceful approach to problem solving
- Ability to work independently as well as part of a team
- Willingness to work flexibly

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In case, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility then the post would be eligible for re-evaluation.

February 2019

**PERSON SPECIFICATION - SCIENCE TECHNICIAN**

| <b>Qualification and Experience</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Enhanced DBS   | ✓                |                  |
| Good level of general education achievement and evidence of continuing/willingness to training beyond school level   | ✓                |                  |
| Work with children/young people and/or other work within an educational setting or experience of working with people | ✓                |                  |
| <b>Skills and Abilities</b>  |                  |                  |
| A real enthusiasm for working with young people and helping them to succeed  | ✓                |                  |
| Ability to work confidently with students, staff, parents and other agencies   | ✓                |                  |
| Good interpersonal skills  | ✓                |                  |
| Good verbal and written communications skills  |                  | ✓                |
| Ability to solve problems and to show initiative in a range of situations  | ✓                |                  |
| An understanding of the importance of professional confidentiality   | ✓                |                  |
| A flexible and positive approach   | ✓                |                  |
| High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents    | ✓                |                  |
| Good ICT skills  |                  | ✓                |
| <b>Personal Attributes</b>   |                  |                  |
| Patient and persistent   | ✓                |                  |
| Tactful, respectful and sensitive to the needs of others   | ✓                |                  |
| Enthusiastic with a positive and optimistic outlook and a sense of humour  | ✓                |                  |