



Chilwell School
Science Technician

Dear Applicant,

I would like to thank you for your interest in the post of Science Technician at Chilwell School.

Chilwell school is a great place to work. We are a warm and friendly staff and you will find a great welcome if you choose to work with us. We are committed to the well being of our staff and a sensible work life balance.

We place a high priority on staff being able to do their job without having to jump through hoops or be tied up in unnecessary distractions. As a result we have a committed group of people who enjoy their work and value the opportunity to offer a great provision for students.

We are an 11-18 Foundation School located on the border of the Nottinghamshire Borough of Broxtowe and Nottingham City. We have a roll of 1000.

We have joint usage of the Olympia Leisure Centre which is a thriving leisure centre, serving the local community as well as our own students. The school is located on a stunning 30 acre site. Attenborough Nature Reserve, the Chilwell Manor Golf Club and Attenborough village border our grounds. Unusually, we also have a lake on site which is populated with a wide variety of wildlife.

Our school values are based upon developing a community that treasures education. We value our strong commitment to achieving success for our students and all who work within and with our family of schools. We believe that our foundation school status means that we have the independence to drive forward standards and also the freedom to ensure that we meet the developing needs of our community. For nearly fifty years we have built a reputation for a school that cares and a school where students achieve.

Chilwell School was graded "Good" by Ofsted in May 2018. We believe in an open and transparent culture and work hard to support staff and pupils in their development and learning. We fundamentally believe in a broad and balanced curriculum and as such remain totally committed to a wide portfolio of subjects within the curriculum that give pupils a breadth of experience and a choice of pathways.

Chilwell school has grown significantly over the past twelve months with a 25% increase in student numbers. The sixth form is expanding and the school has taken a leading role in developing provision and support for students and families, resulting in frequent features on local and national media.

The application deadline is 9am, 2nd December 2022. Interviews are planned for the following week. Candidates are welcome to contact the head teacher's PA Rochelle Hewer at r.hewer@chilwellschool.co.uk with any queries related to the role.

David Phillips
Head teacher



Post title: Science Technician
Pay range: NJE 3 £19,650 - £20,444 (FTE)
£17,611- £18,322 (pro-rata)
(37 hours per week, term time only plus 2 weeks)
Line manager: Head of Faculty


Main purpose of the job

- To provide an effective and efficient support service to all staff and students within the science faculty to aid teaching and learning.

Duties and Responsibilities

SUPPORT FOR THE SCHOOL

- To support the teaching and learning of Science, throughout school, through the organisation, preparation and provision of necessary materials and resources.
- Organise and support services for science teaching in school.
- Prepare materials, stock and standard solutions, specimens, and apparatus required for demonstration and for practical work. Replenish reagent bottles as necessary.
- Set up and test demonstration experiments and ensure that they will work satisfactorily.
- Recovery of residues. Preparation of distilled/deionized water.
- Sterilisation of apparatus.
- Care of plants kept for observation and experimental purposes, both in term time and during school closures / holidays.
- Clean apparatus (e.g. glassware) used by teaching staff (and by pupils if it is difficult or dangerous).
- Report items for repair, etc. to equipment and services.
- Maintain apparatus and equipment in good working order, and carry out repairs within the capabilities of the technician.
- Construct and/or modify laboratory apparatus, including preparation/presentation of the specimens.
- Test new experiments and assist in devising new practical work.
- Assist in the construction and preparation of the audio visual aids, and maintain the A.V.A. equipment used within the science department.
- Ensure safe disposal of biological and chemical residues and other waste material - new H&S requirements C.O.S.H.H.
- Inspect, maintain and correctly use safety equipment.
- Provide first aid treatment of minor laboratory injuries.
- Maintain first aid equipment in the laboratory area.
- Operate laboratory documentation systems (cataloguing, filing, worksheets, etc).
- Be responsible to the Head of Science for the maintenance and upkeep of the Science Laboratories and advise on any improvements, which can be made in this respect.
- Operate and administer stock control and ordering procedures, prepare requisitions, obtain quotations, check deliveries, co-ordinate common stock between sections.
- Maintain a good stock of necessary materials for the construction of scientific apparatus.
- Maintain legal records (alcohols, poisons, inflammables, etc).
- Coordinate science support for "main school" and Lakeview College keeping separate systems for filing and documentation.
- Organise and store equipment, apparatus and materials (including chemicals) in accordance with LEA & C.O.S.H.H requirements.
- Use ICT as appropriate to support this role.
- Deliver, collect and ensure that school chromebooks are charged at the end of each school day, ready for use.



"A dedicated team of staff, coordinated by the designated safeguarding leader, supports vulnerable pupils. These staff work with determination and sensitivity"

OFSTED MAY 2018



“Pupils choose from a wide range of extra-curricular activities, which develop their confidence, as well as the culture of aspiration within the school and the local community.” OFSTED May 2018

- Liaise with the Finance Office over relevant budgetary issues, keeping financial records for the subject areas and make petty cash purchases.
- Support teaching staff regarding technical requirements of the curriculum etc.
- Provide technical advice and assistance to teachers and pupils.
- Provide, under the direction of a qualified teacher, short-term supervision.
- Communicate and liaise with other subject areas, establishments, LEA
- Attend relevant meetings and training courses.
- Take reasonable care for your own health and safety and that of others who may be affected by your activities; safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation.
- Participate in performance review as part of an entitlement of all staff.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

BEHAVIOUR & SAFETY

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners.

Fulfil wider professional responsibilities

- Participate in performance review as part of an entitlement of all staff.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.





School ethos and employee expectations

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day to day management of pupils and the classroom.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere.
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position as an adult working in a school.
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 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
- Any other reasonable duties which the Headteacher might request, in regard to the nature of the responsibilities of the post as defined.
- To proactively support and embed the school ethos : 'Share, Care, Believe, Achieve'



Leaders have high expectations and strive to improve the quality of teaching and outcomes for pupils”
OFSTED MAY 2018

Person specification - Science Technician

Qualification criteria

Good general education, with GCSEs or equivalent in English and Maths.
Paediatric First Aid Qualification (or willingness to train).
ICT qualifications, e.g. word processing, desktop publishing.
Commitment to personal/professional development.

Experience

Experience of working in a science related role
Experience of using practical equipment
Experience of maintaining science equipment
Experience of carrying out risk assessments.
Experience of working in a busy and demanding environment
Following Health and Safety guidelines
Attention to detail and to seek the highest standards.
Experience of working in a busy and demanding environment.

Skills and knowledge

Awareness of COSHH safety regulations and Health & Safety within a laboratory
Understanding of the safe storage of chemicals, materials and equipment including hazardous substances
Excellent organisational skills, able to handle multiple tasks and meet deadlines
Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook
Ability to work in collaboration with staff, students, parents and other professionals.
Excellent communication/interpersonal skills.
A problem solver, with a forward thinking and committed approach
Commitment to personal career development

Personal Qualities

Highly motivated and self-reliant
High standards of professionalism and confidentiality
High standards of personal presentation, with an excellent record of attendance and punctuality
Common sense, co-operation and a positive approach
Adaptable, open to change, and willing to take on challenges with enthusiasm
Willing to undertake additional duties as and when required to ensure the smooth running of the school

Equal Opportunities

Understanding of different social backgrounds of pupils
Understanding the needs of pupils and the appropriate strategies to support them
Full commitment to community cohesion and inclusion

This post is subject to an enhanced DBS criminal record check