



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

SCIENCE TECHNICIAN – PHYSICS/BIOLOGY

32.5 hours per week/term time only
Band 2 Point 11-16 £13,332 to £14,311 (Actual Salary)
Required for December 2018

We are looking to appoint a Science Technician to support the students and staff at our school. The Science department is lively and successful, with a wide range of specialisms and experience, it achieves excellent examination results.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint individuals with a positive outlook and a proactive attitude- colleagues who enrich the lives of the learners and staff with whom they work.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our school website.

Closing date: 22nd November 2018 at 4pm
Interview date: 28th November 2018

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216 Fax: 020 8559 2695
Email: recruitment@westhatch.essex.sch.uk
www.westhatch.essex.sch.uk



West Hatch High School

JOB DESCRIPTION: Biology Technician

Responsible to: Mr. Dan Leonard – Headteacher

Line Manager: Head of Science

Band: Band 2 11-16

Purpose of Job: To provide efficient technical support to the Science department. In particular to prepare, store, maintain, clear materials and equipment used in Science lessons in accordance with Health and Safety regulations.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS checks and positive references.

Main Duties:

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- To ensure safe storage and use of laboratory equipment.
- To assist in preparing lesson materials in all areas of Science up to year 11 inclusive.
- To liaise with the Senior Science Technician regarding the needs and running of the curriculum area.
- To assist supply and cover teachers with the setting up of equipment other than Science apparatus.
- To assist in setting up demonstrations and if familiar to share additional information with teachers.
- To assist in ensuring the safe conduct of pupils in the curriculum.
- To assist in maintaining legal records of poisons, flammable liquids, alcohol storage and radioactive sources.
- To safely dispose of waste chemicals, biological material and sharps.
- To carry out basic safety checks.
- To repair, maintain and if required construct or arrange the construction of equipment as required.
- To check equipment before and after lessons.
- To advise teachers about problems with apparatus.
- To ensure standard risk assessments are issued with equipment and chemicals.
- To take particular overall responsibility for individual laboratories as allocated by the Senior Science Technician
- To liaise with other departments with reuse of additional or specialist equipment.
- To ensure the application of health and safety in the preparation laboratory.
- To go on appropriate courses as required for biology e.g. A Level

- To raise awareness of Health and Safety specifically in relation to teaching laboratories.
- To carry out annual stock take on equipment in teaching laboratories, whilst checking for deterioration.
- To undertake appropriate technician duties related to Science as may reasonably be required by the Head of Science and the Senior Science Technician within the band grading.
- To support teachers and pupils during lessons.
- Cover technicians in any prep room during staff absence.
- Assist in the purchase of perishable requirements.
- To attend meetings as required.
- To liaise with care taking staff regarding any gas, flame, leaks and problems that may occur.

Specific Duties:

- To take particular responsibility for technical preparation of A-Level biology practical lessons and examinations/course work.
- To attempt to solve problems in biology practicals in KS3, KS4 and KS5.
- To ensure the smooth and successful running of standard KS5 biology practical classes as part of examination specifications especially when working with living material by liaising with Head of Biology
- To deliver cover work to years 12 and 13 biology classes only, but not to supervise the class when required
- To look after animals, specimens and plants kept by the Science Department
- To assist teachers and other technicians with setting up specialised equipment.
- To maintain microbiological stocks and manage disposal of microbiological stocks and manage disposal of microbiological waste
- To aid in all other areas of the Science department when time permits eg making up stock solutions

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code. Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

November 2018



PERSON SPECIFICATION SCIENCE TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist technical area, possibly in a school environment NVQ Level 3/4 or equivalent qualification Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Certificate in First Aid or willingness to undertake training. Knowledge of First aid specific to specialist area Good knowledge of school policies and procedures
	Literacy	Ability to read and write complex and technical reports
	Numeracy	Ability to undertake calculations relevant to specialist area
	Technology	Excellent knowledge of equipment and ICT packages to support learning in specialist area
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of technical terminology
	Negotiating	Ability to negotiate effectively with adults and children to achieve best outcomes
Working with children	SEN	Detailed understanding and awareness to support the differences in children and adults in relation to the role
	Curriculum	Detailed understanding of the school curriculum in support of the role and advise and support others relevant to specific area
	Child Development	Detailed understanding of how the role contributes to child development and be proactive in putting forward ideas for improvement
	Health & Well being	Understand and support the importance of

		physical and emotional wellbeing
	Working with partners	Ability to make a proactive contribution to the work of the team supporting children Ability to liaise with suppliers and other agencies
Working with others	Relationships	Ability to establish rapport and respectful and trusting relationships with children and adults
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Ability to provide timely and accurate information
	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
Responsibilities	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting children and staff and an ability to resolve complex problems independently
	Equalities	Awareness of and promotion of equality
General	Health & Safety	Excellent understanding of Health & Safety legislation and procedures relating to specialist area Ability to advice others
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

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