



DESBOROUGH SCHOOL
SHOPPENHANGERS ROAD,
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Comprehensive School for Boys 11-18.

Headteacher : A J Linnell BSc (Hons)

Temporary and Part-Time Science Technician

From 1 September 2010
until November 2010

We have a vacancy for a Science Technician. This post is Level 1 (Scale 2 SCP 11-13) for 32 hours per week. The annual salary is £11,584.86.

The post holder will be expected to assist science teachers in the delivery of physics, chemistry and biology by preparing the teaching areas and equipment for pupils. The post holder will be required to handle and clean equipment and operate safely in a laboratory environment. Knowledge of specialist products would be an advantage. The ability to work in a busy workplace and be standing for long periods of time is essential. The post holder will need to place and check orders with suppliers.

Desborough School is a specialist Language College and holds an International School Award. The School also has Sportsmark, Investors in People status and the Healthy Schools Award. The School holds the Prince's Teaching Institute Mark for science, mathematics and history.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to a Criminal Records Bureau check.

For further details and an application form please visit the school website www.desborough.org.uk. Applications need to be sent as a hard copy to the school address marked "For the attention of the Head Teacher's PA", Nicola Humphries. The closing date for applications is 5 August 2010.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

JOB ACCOUNTABILITIES

Job Title: Technician Level -1 32 hrs: Salary £11,584.86 (SCP 11) Annual weeks: 44.1	Job number: ED0624 / Scale 2 SCP 11 - 13
Directorate : Children's Services	Unit: Desborough

JOB PURPOSE

To assist subject teachers in the delivery of the curriculum by preparing the teaching area and equipment for pupils.

SCOPE OF JOB (Budgetary/resource control, impact)

The post holder will:

- Operate within a specialised subject environment in a laboratory.
- Work with a variety of materials, which require appropriate handling and application.
- Be involved in moving equipment/materials.
- Have contact directly with pupils and will be required to deal with them in a sympathetic manner
- Spend majority of working time standing and undertaking physical activities.

Due to the nature of the activities special attention must be paid to Health & Safety issues both for the environment and equipment/materials used.

POSITION WITHIN UNIT STRUCTURE

Reports to Curriculum Leader for Science

KNOWLEDGE, SKILLS & EXPERIENCE

Physically fit, able to lift heavy/awkward items.

Able to operate, maintain and repair a variety of specialist equipment

Must have manual dexterity.

Knowledge of specialist products relevant to the subject area

Able to remain calm in a busy, noisy environment.

Must relate to pupils sympathetically and be able to facilitate learning.

Develop and maintain knowledge of current developments in their specialist area.

Qualified to A level or NVQ 2 or equivalent by experience in a specialist area e.g. biology, chemistry, physics

First Aid training preferable, but training could be arranged.

JOB ACCOUNTABILITIES

In line with the instructions from the subject teacher prepare the specified materials and equipment in time for the specified lesson. This will include preparing equipment to enable the teacher to demonstrate experiments safely or preparing materials for pupils to use during lessons.

Maintain sufficient supplies of materials, chemicals etc to enable teachers to deliver their lessons. This will include placing orders with suppliers and ensuring that items are purchased in a cost effective way.

Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

Undertake daily cleaning of used equipment and simple maintenance. Undertake periodic cleaning of equipment in

line with Department's timetable.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to the line manager immediately.

Undertake First Aid duties in line with qualification/training received and act in line with the schools accident/incident policy.

To undertake any reasonable duties as deemed necessary by the Head teacher in consultation with the post-holder.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

This job description may be amended at any time following discussion between the Head teacher and member of staff and will be reviewed annually, OR

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature _____ **Name** _____ **Date** _____

Manager's signature _____ **Name** _____ **Date** _____

Version date: 22/07/2010