ST GEORGE'S
ASCOT

Application Pack

for the position of

Science Technician
(Part-time)
Required to start September 2021

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for value added.

#SGACapable
#SGAConfident
#SGAConnected

@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts and gym/dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a new 25m 6 lane indoor swimming pool.

Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2019:

GCSE: 23% 9/8 or A*, 44% 9-7 or A*-A, 96% 9-4 or A*-C

A Level: 34% A*-A, 99% pass rate

The Role

The Science Technician is a member of the Science Department. She/he is responsible for helping with the organisation and day-to-day running of the school laboratories and two preparation rooms. On a day to day basis she/he is accountable to the Senior Science Technician (SST) and forms part of the team supporting the teaching staff.

The Science department comprises three full-time and three part-time specialist members of staff and three part-time Science Technicians.

The department is well resourced, with three larger laboratories that accommodate up to around twenty girls and two smaller laboratories used mainly for A level teaching. All staff and pupils in Years 7 to 11 are given school-owned Chromebooks which enable them to benefit from the school's own VLE and the Google Suite. Sixth Form pupils may use a school-owned Chromebook or their own device. The department is well-resourced in terms of apparatus and IT equipment. There are smart projectors or interactive white boards in all rooms.

The objective of the Science Department is to create an atmosphere in which both pupils and staff can achieve their own maximum potential in such a way that encourages learning, stimulates a love for Science, achieves success in examinations and fosters a lasting interest in the subject.

Class sizes are small, enabling a high degree of individual contact and support. All girls study Science for GCSE (either as separate GCSEs for the more able, or combined as two GCSEs) with many girls carrying on their study of the subject in the Sixth Form and beyond. We are therefore ideally looking for someone who can teach at all these levels.

Curriculum

The following examination specifications are followed:

AQA GCSE Biology, Chemistry, Physics and Trilogy Science
OCR A Level Biology, AQA A Level Chemistry, AQA A Level Physics
Edexcel A Level Psychology

Job Description

The Science Technician is responsible for the following areas although the list is not exhaustive.

- Advising the SST of any training requirement needed in order to complete duties in a safe and effective manner.
- Assisting the SST to update the Science Department Health and Safety Policy document in line with CLEAPSS recommendations. Assisting with maintaining standards of H&S in the science department.
- Advising teachers and pupils on H&S aspects of their classroom experiments. Safely handling hazardous substances and keeping a record as required.
- Carrying out termly and annual safety checks, to include First Aid kits, eyewash tubes, spills kits, rubber tubing on taps, certain chemicals and apparatus as listed in the safety checklists.
- Undertaking routine checks to ensure the department areas remain safe and taking any remedial action with the agreement of the SST.
- Taking responsibility for the proper tracking of chemicals and ensuring they are accounted for in accordance with CLEAPSS recommendations. Updating departmental stock lists following stock taking. Ensure the Fire Officer is aware of any relevant items.
- Assisting the Radiation Protection Officer in carrying out regular visual checks and leakage testing.
- Preparing and trialing assessed practicals, setting up laboratories, laying out apparatus and being available to support the teacher throughout the assessment.
- Preparing materials, making up accurate chemical solutions and assembling apparatus as required by teaching staff for demonstrations or class experiments. Alerting teachers to possible clashes of lessons and equipment and advising on the need for laboratory exchanges, for example where a fume cupboard is required. Delivering to laboratories and setting up apparatus where required.
- Removing all apparatus and chemicals at the end of lessons and cleaning all apparatus. Disposing of all waste, including the treatment and disposal of hazardous waste.
- Ensuring good order in the laboratories at all times, to include replacing apparatus and essential laboratory sundries.
- Organising safe and secure storage of materials and apparatus including hazardous items.
- Ensuring the regular checking of the condition of chemicals.
- Ensuring chemicals are correctly labelled using current nomenclature and appropriate hazard labels.
- Maintaining equipment and apparatus to include simple repairs.
- Constructing and testing prototypes and modifying apparatus as required facilitating safe and efficient operation. Testing newly purchased apparatus to ensure good working order.

- Helping in class during practicals and carrying out demonstrations as requested by the teacher.
- Giving technical advice to inexperienced teachers and those teaching outside their subject specialism.
- Ensuring that the science department is safely locked up, windows closed and gas turned off at the end of the day.
- Ordering basic items (via the Resources Officer) to maintain stock levels and capital items in consultation with the SST Researching equipment prior to purchase, as required.
- Checking deliveries and dealing with any discrepancies and liaising with suppliers.
- Arranging for the removal by external agents of unwanted hazardous chemicals and radiation sources.
- Reporting any maintenance issues to the Operations Manager, as required. Organising repairs and maintenance with external agents for items such as microscopes and balances.
- Attending Departmental meetings as required.
- Sharing best practice with other Technicians and keeping abreast of good practice through SCITECH.
- Any other reasonable duties which might from time-to-time be required.

Person Specification:

- Relevant experience is required, preferably in an educational environment; formal qualifications are not essential, but would be an advantage. The successful candidate will:
- Be experienced in all Science disciplines for all key stages; but a Biology specialist would be an advantage
- Have an awareness of COSHH, CLEAPSS and Health and Safety Guidelines;
- Have good oral and written communication skills;
- Have good organisational and time-management skills;
- Be self-motivated, with an ability to work with minimal supervision or as a member of a team as circumstances require;
- Have strong and competent IT skills, with the ability to use a range of Microsoft packages, including Word and Excel.

Salary and Benefits

a. **Start date:** Required to start September 2021.

b. **Salary:** A competitive salary will be offered to the successful candidate , dependent on experience.

c. **Hours of work:** This is a term time only position for 15 hours per week. The distribution of the 15 hours will be finalised upon appointment.

d. **Pension:** The successful candidate will not currently be eligible to be auto-enrolled in the School's defined contribution pension scheme. We will advise if this changes.

e. **Notice Periods:** The first twelve months of employment will be a probationary period during which time the notice period will be one month. Thereafter, the notice period required by either side to terminate your employment will be one full term.

f. **Facilities**: Members of staff can use the School's sports facilities at allocated times. There is free on-site parking.

The Process

Letters of application together with the completed application form and confidential application cover-sheet (available to download from the School website) must reach the School by **midday on Monday 17 May 2021**.

Applications should be addressed to Mrs Liz Hewer, Headmistress and emailed to recruitment@stgeorges-ascot.org.uk

Any queries about this post may be made in the first instance to Mrs Verity Allan, Head of Science (vallan@stgeorges-ascot.org.uk)

It is intended that first round interviews will be held online on **Wednesday 19 or Thursday 20 May,** with final round interviews taking place at the School during the week commencing **24 May 2021.** Candidates will be asked to undertake a short 'in-tray' test to demonstrate the required skills.

The School reserves the right to interview and/or appoint at any time during the recruitment process.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.