



**BOURNEMOUTH SCHOOL  
FOR GIRLS**

**INFORMATION PACK FOR THE POST OF:**

**SCIENCE TECHNICIAN - BIOLOGY**

37 hours pw

Term time, plus 5 staff training days and 10 additional days

Starting salary from £17044 (FTE from £18,933)

We are seeking a technician to support biology within our busy science department. This is a great opportunity for anyone who enjoys the practical side of biology, preparing and setting up practical experiments, which are a key part of our curriculum programme.

The post holder will need to be able to support biology from KS3 to A level. You will therefore need good subject knowledge and if you can provide relevant experience at this level in a similar educational setting we would be prepared to offer a higher starting salary. Details are provided within the terms and conditions included within this information pack.

This vacancy has arisen as our Senior Science Technician takes on a promotion elsewhere. We will be seeking to replace this senior role for which a separate job pack is available. If you feel you have the relevant experience to lead a team of 3 technicians, please let us know.

We have a dedicated and friendly team of technicians and scientists within the Science department. At present the technicians work primarily within their own subject areas, however, there can be times when it will be physics or chemistry lessons that need your help so knowledge of these subject areas would be an advantage.

The post is advertised on a full time, term time plus INSET and 10 days basis, but could also be available on a job share basis for the right candidates.

Science is a key subject area at the school with all students studying Physics, Chemistry and Biology as separate sciences at GCSE. Many students opt for one or more Sciences at A level to support their ambitions to study science, engineering, medicine or veterinary science at university. Practicals are a major part of the science curriculum and any successful candidate will need to demonstrate an interest and ability in this area.

This information pack contains all the details on the post, terms and conditions, and school but please do not hesitate to ring in the first instance if you require further details on the post.

Applications need to be submitted on the Application form for Support Staff which can be found on our website [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk) Applications may be submitted by email to [LMcKenzie@bsg.bournemouth.sch.uk](mailto:LMcKenzie@bsg.bournemouth.sch.uk)

<b>Closing date</b>	15 September 2021
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**Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ**  
**Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.**



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**JOB DESCRIPTION**

<b>Job title:</b>	Technician – Level 1	<b>Job Ref:</b>	XS 4.5
<b>Reports to:</b>	Senior Science Technician	<b>Grade:</b>	5

**Main job purpose**

This post is intended for a Technician with higher level of qualifications/experience/expertise undertaking more advanced work.

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

**Main responsibilities and duties**

- 1 Provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- 2 Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- 3 Prepare and maintain classrooms, laboratories and workshops, and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- 4 Contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
- 5 Maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- 6 To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- 7 Maintain appropriate records for the control and allocation of relevant equipment and resources.
- 8 Undertake ordering and stock allocation activities and maintain appropriate records.
- 9 Support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- 10 Ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- 11 Play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.

- 12 Carry out administrative/clerical tasks as required – e.g. data entry, collation of coursework marks etc.

### **Knowledge & skills**

An advanced, vocational or academic qualification in the relevant subject area (e.g. BTEC Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

**OR**

Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

The post holder will also hold, or be required to undertake, the following training: PAT testing; Emergency First Aid at Work.

### **Supervision and management**

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

### **Problem solving and creativity**

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

### **Key contacts and relationships**

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

### **Decision making**

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

### **Resources**

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department (e.g. power tools and computer aided design equipment for Design and Technology activities).

The range of equipment used and number of workshops/laboratories etc will depend upon the particular school.

Protective clothing will be provided and must be worn at all times.

## Working Environment

Duties will normally be undertaken within classrooms, laboratories or workshops in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

<b>Reports to:</b>	Senior Science Technician
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## Terms and Conditions

The following terms are shown for a Permanent Contract. If you are interested in developing your career with relevant training within our Apprenticeship programme please note terms may vary.

<b>Hours per week:</b>	37 hours per week.  This post could be available as a job share for the right candidates.
<b>Weeks per year</b>	46.94 paid weeks pa  Paid weeks are made up of term time, 5 staff training days and 10 additional days plus paid holiday and bank holiday allowances.  Should a job share apply, staff training days (INSET) and the 10 additional days would be on a pro-rata basis.
<b>Holidays:</b>	Initially 4.5 weeks, rising to 5.11 weeks after 5 years' service. All holidays are required to be taken within the school holiday breaks.
<b>Salary scale/point:</b>	Grade 5 SCP 4-6. Actual pay is £17,044 - £17,732 for 37 hours pw, 46.94 paid weeks pa. The full time equivalent is £18,933 - £19,698 at age 21 and over.
<b>Condition of Post</b>	The appointment is subject to satisfactory references, police and medical clearance.  The appointment is subject to the satisfactory completion of a six-month probationary period.
<b>Contract</b>	Permanent

## Recruitment Programme

<b>Advertisement:</b>	31 August 2021
<b>Closing Date:</b>	Wednesday 15 <sup>th</sup> September 2021
<b>Interviews:</b>	17 <sup>th</sup> to 22 <sup>nd</sup> September 2021