



**BOURNEMOUTH SCHOOL  
FOR GIRLS**

# Science Technician

## Bournemouth School for Girls





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Dear Applicant

Thank you for your interest in our role of Science Technician.

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

The post holder will support from KS3 to A level and will therefore need broad subject knowledge. Full training will be given. 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.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG is a very special place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally. Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and achievement. A key aim is to be a great school to work and learn at.

We have a dedicated and friendly team of 3 technicians and 14 scientists within the department. At present the technicians work primarily within their own discipline areas, however, there can be times when it will be biology or chemistry lessons that need your help and knowledge of these subject areas would be of help.

The department is successful with all students sitting separate sciences at GCSE. The labs are set within adjoining buildings and during our ongoing refurbishment 5 out of 11 labs have been modernised to match our goal of being one of the foremost school science departments in the country.

This information pack contains details of the post, terms and conditions and the school.

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 post or by email to [lmckenzie@bsg.bournemouth.sch.uk](mailto:lmckenzie@bsg.bournemouth.sch.uk)

Deadline for submission of your application is: 10<sup>th</sup> October 2022

**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.**



# Job Description and Person Specification

**Post Title:** Science Technician  
**Responsible to:** Senior Science Technician

## Core Purpose of the Role

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.

## Key Responsibilities

- To provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- 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.
- To 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.
- To 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).
- To maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- 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.
- To maintain appropriate records for the control and allocation of relevant equipment and resources.
- To undertake ordering and stock allocation activities and maintain appropriate records.
- To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- To 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 their work area.



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

## Knowledge and Skills

### Essential:

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.

## Supervision and Management

- General supervision will be provided by the Senior Science Technician and 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).
- Protective clothing will be provided and must be worn when required by risk assessment.



## 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.

## Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.

# Salary and Benefits

The post holder will be paid on Grade 5, £19,264 to £20,043 FTE.

Holiday entitlement will be 5 weeks (25 days) increasing to 5.6 weeks after 5 years' service. All holidays are required to be taken within the school holiday breaks.

Working weeks per year - 46.95 weeks initially, including 5 Staff training days, 10 additional days, holidays and bank holidays. Training days and additional days to be worked on a pro-rata basis.

Grade point incremental pay structure.

Local government final salary pension scheme.

Access to salary sacrifice benefits such as cycle to work.

Free use of new and highly equipped gym (conditions apply).

Free parking on site.

## Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

