



**BOURNEMOUTH SCHOOL
FOR GIRLS**

INFORMATION PACK FOR THE POST OF:

SENIOR SCIENCE TECHNICIAN - BIOLOGY

37 hours pw

48.00 weeks pa to include 5 Staff training days plus 10 additional days and all holiday allowances

Starting salary from £20,420 (FTE from ££22,183)

We are looking for a Senior Science Technician to join our busy Science department. This post is centred within our biology department and you will therefore need to be able to support biology from KS3 to A level.

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.

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.

Bournemouth School for Girls is rated as outstanding by Ofsted. We have high achieving students who are able to study a full range of subjects. The students are engaged in their learning and have the opportunities to engage in a wide range of enrichment. The Science Department is a leader in STEM within the school and are fortunate to be fully supported by the team of technicians.

This is an exciting job opportunity for those who wish to support students learning within Science and the wider fields beyond. The post will particularly interest those who enjoy and see value in practical experiments as a mainstay of student learning, we are lucky to have students who do well in this environment and much can be gained from seeing the successes of this department.

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 Applications may be submitted by email to LMcKenzie@bsg.bournemouth.sch.uk

Closing date	Wednesday 15 th 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

Job title:	Senior Technician	Job Ref:	XS 4.2a
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Main job purpose

1. To provide technical and administrative support to teaching staff in a designated subject area/department, including some in-class support with pupil activities.
2. The Senior Technician will also undertake supervisory responsibilities for and/or co-ordinate the work of other technicians employed in the relevant work area(s).

Main responsibilities and duties

1. Undertake the day-to-day supervision of/co-ordinate the work of other technician(s) employed in the relevant work area. This will include the organisation of duties and priorities in consultation with the Head of Department.
2. 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.
3. Prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils.
4. Contribute to teaching sessions as appropriate by demonstrating, supervising or advising on the proper and safe use of materials and equipment for practical activities, including teacher directed support for individual pupils.
5. Maintain and repair to equipment where practical to do so or to arrange alternative servicing by approved contractors.
6. 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, including service schedules and inventories.
8. Undertake and co-ordinate ordering and stock allocation activities and maintain appropriate records, including budgetary control.

9. Assist with the issue and return of textbooks or other teaching aids and to devise and co-ordinate recording arrangements.
10. Support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
11. 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.

Knowledge & skills

Essential:

A vocational or academic qualification in the relevant subject area at NVQ level 3 or above with previous practical experience in an appropriate work area.

OR Significant experience in a technician's role in a school, college or relevant environment with evidence of in-service training and development.

Experience and practical competence in the safe and proper use of any specialist equipment for which the postholder will have direct responsibility.

Awareness of relevant health and safety requirements. Good interpersonal skills and the ability to work co-operatively within the staff team.

Desirable:

Previous supervisory experience.

Supervision and management

Under the overall direction of the Head of Department, the Senior Technician will co-ordinate work requirements with relevant teaching staff and make appropriate supervisory decisions on the allocation of duties and priorities for the technicians.

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.

Resources

1. Use of a computer.
2. 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).
3. Protective clothing will be provided and must be worn at all times.
4. The range of equipment used and number of workshops/laboratories etc will depend upon the particular school.

Working Environment

1. 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.
2. Some lifting and movement of resources and equipment will be required, using trolleys where appropriate.

Date:	September 2021
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Terms and Conditions

Pay Scale	Grade 8 SCP 12 - 20
Pay	£20,420 - £23,926 (Grade 8) Salary quoted on a pro-rata basis. The FTE for Grade 8 is £22,183 - £25,991
Weeks per annum	48.00 weeks pa to include 5 Staff training days plus 10 additional days and all holiday allowances All posts benefit from additional holiday allowance after 5 years service
Hours per week	37 hours pw Monday to Thursday 08.00am – 4.00pm Friday 08.00am – 3.30pm
Holiday entitlement	All holidays are required to be taken within school holiday periods.
Conditions of Post	All posts are subject to satisfactory references, police and medical clearance, completion of a six-month probationary period.

Recruitment Programme	
Advertisement:	1 September 2021
Closing Date:	15 September 2021
Interviews:	17 – 22 September 2021
Commencement date:	27 September 2021 or by agreement

31.08.2021