



OUNDLLE

School

Science Technician

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Science Department is situated within the new multi million pound Sci-Tec complex.

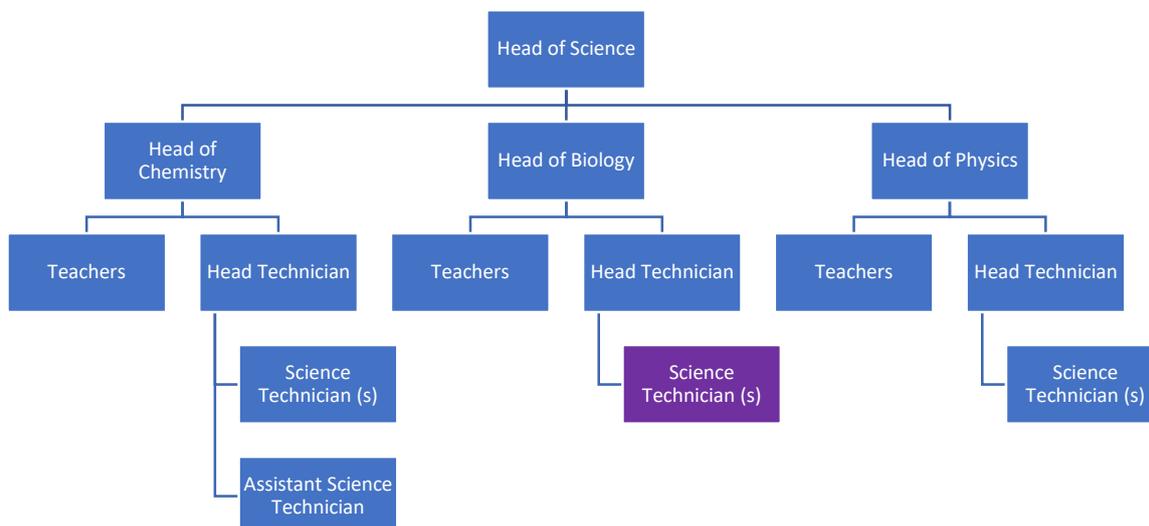
The purpose of the role is to assist with the day to day running of the technical support and prep room, and offer and support fully, the teaching of Biology by providing requested practical equipment and materials to an excellent standard, giving the pupils and teaching staff the best available conditions, in which to teach.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



Role details

Working within the Science team, the role holder will report to the Head Technician.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Preparation and set up of apparatus, chemicals, solutions, and materials for daily lessons as requested by teachers and Head Technician in a timely and efficient manner.
- To assist pupils under the guidance of a teacher e.g. assisting with practical work.
- To trial new, and improve, existing practical procedures and methodologies.
- To assist teachers, upon request, with setting up and completion of experiments and demonstrations.
- Expect to have direct pupil contact within the Prep Room.
- To be available to offer advice and support on practical activities to teachers' during lesson times.
- To act in accordance with up to date Health and Safety guidelines, such as those provided by CLEAPSS and to take responsibility for advising on the safe operation of all apparatus and machinery in the department.
- Plan ahead in order to anticipate problems or clashes with equipment, prioritise tasks and manage time effectively, and liaise with teachers about any foreseen issues.
- To carry out demonstrations in lessons when requested to do so.
- At the direction of the Head Technician, liaise with external suppliers, accounts department, and other school departments to maintain stocks of stationary, and department specific equipment and consumables.
- To maintain and service equipment where appropriately trained and to attend training to develop necessary skills if not.
- To deliver and collect practical work to labs and to tidy up after practical work where appropriate including wiping of benches.
- To attend courses in consultation with the Line Manager.

- Assisting pupils with resources and equipment for projects such as, but not limited to, the Extended Project Qualification and Pre-U Personal Investigation, under the supervision of the Line Manager.
- To act as an alternative key holder for department stores.
- Have some direct pupil involvement through outreach and partnership programmes, such as STEM Potential, which may occur outside of standard teaching hours.
- Liaise with technical staff in other departments and reporting to the team leader to keep services running smoothly.
- Be prepared (with suitable training) to execute all relevant emergency procedures including fire and hazardous materials evacuation and upon appointment undertake training to be a designated first-aider.
- Report damage, deficiency, risks, or faults in fixtures, fittings, and furniture within the department to the Maintenance Department.
- Carry out simple maintenance tasks as covered by instruction manuals.
- Photocopy and maintain stocks of worksheets in the most appropriate way suitable.
- To assist with stock taking and associated record keeping and shop for items required for experiments as necessary.
- To undertake the tasks of the Head Technician and Assistant Technician where necessary.
- To complete other tasks within the department as may reasonably be requested.
- To carry out any other duties appropriate to the post as may be reasonably required by the Line Manager.

Biology

- Preparing apparatus, materials and solutions (both hazardous and non-hazardous) and setting up, checking, and issuing equipment and apparatus for use in practical lessons.
- Making solutions and samples to include chemicals, enzymes, microbes, and tissue.
- Checking and collecting of equipment which has been used in lessons.
- Disposing of hazardous and non-hazardous laboratory materials including chemical, animal, plant, and microbiological waste, in accordance with health and safety regulations.
- Advising teaching staff on relevant practical activities.
- Assembling, repairing, and making equipment required for practical work.
- Working as part of a team, with good communication skills and a flexible approach.
- Be expected to work with a wide variety of practical equipment and techniques, and working with such as, but not limited to, that listed below.

	Essential	Expected	Desirable
Equipment	Autoclave, Hotplates, Centrifuge, Magnetic stirrers, Dissection, Microscopes, Solutions, Water baths, Standard lab glassware, Spirometer.	Electrophoresis, Flow hoods, Data loggers, Ecological techniques, Livestock habitat, Plant and Animal tissue Cloning, Incubators, Light Banks, Potometers, Calorimeters, Colorimeters, Micropipettes, Specialist biology glassware, Fermenter, pH Sensor.	Greenhouse, Critical Point drier, PCR, Oximeters, Sensors, Kymograph.
Techniques	Microbiology, Microscopy.	Ecological techniques, Gel techniques, Dissection, Cloning.	Spectrophotometer.

- Be prepared to occasionally support the animal collection during school holidays.
- Be prepared to take part in animal presentations to small groups from local schools.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
HND or OND or equivalent (e.g. relevant A level), or equivalent experience	•		Application form Interview
First Aid qualification or ability to complete within 6 months of starting	•		
Health and Safety qualification (must be prepared to undergo training on site)		•	
GCSE Grades A-C in Science		•	
Skills and Experience	Essential	Desirable	Method of assessment
Basic administration and record keeping experience	•		Application Form Interview Assessment Exercise* References
Previous experience in similar role	•		
IT competent in Microsoft Word and Excel and Google applications	•		
Experience of working with/coaching young people		•	
Personal qualities	Essential	Desirable	Method of assessment
Planning and organisational skills	•		Application Form Interview Assessment Exercise* References
Flexible approach	•		
Adaptable in terms of acquiring new skills	•		
Good communication with adults and pupils	•		
Shows initiative	•		

* if appropriate

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

How to Apply: Candidates should download the application form at www.oundleschool.org.uk/Employment-Opportunities and submit via email (preferred) or post to:
E-mail: recruitment@oundleschool.org.uk
Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Closing date for applications is **31st May 2019 at 9am.**

Interviews will be held on **10th June 2019.**

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

Information for applicants

Start date	29 th August 2019
Hours of work	08:15 – 12:45 Monday to Friday, and 08:15 to 12:15 Saturday. 26.5 hours per week. All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work Term time plus 17 days, which is 36.4 weeks per annum (paid for 40.77 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	FTE £24,648, £12,802 pro rata. You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. All holidays must be taken during Oundle School holiday periods, not during Term time or periods when you are required to work your remaining contracted hours.
Other	We also offer: <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Access to the swimming pool, health centre and sports facilities • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking <p><i>Some of the above are non-contractual</i></p>