



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Inspire, Empower to Shape the Future

Sir William Borlase's Grammar School is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school has an excellent academic record, placing well on a variety of national league tables, and is very heavily oversubscribed. Standards of attainment are well above the national average, and above those achieved by comparable selective schools at all age levels. The school also has a justifiably high reputation for the performance of its various school sports teams and for its many other extra-curricular activities.

Our success is built on the commitment, dedication and enthusiasm of our staff. We invest a great deal in professional development, making Borlase an exciting and dynamic place to work. Borlase was proud to be awarded World Class School Status in recognition of its success as a centre of High Performance Learning.

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

## Science Technician

Part-Time

27.5 hours per week (Term Time Only)

Pay range 2 £19,856 - £22,316 FTE, depending on experience

Required as soon as possible

An opportunity has arisen for a Science Technician to join our outstanding Science department. The successful candidate will provide high quality technical support in all three Sciences where necessary. Ideally the post would suit an experienced individual but we would also welcome applications from someone willing to learn and develop in the role.

*Please do contact us with any queries or if you would like to discuss your situation with us first.*

For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies  
or email [asummerfield@swbgs.com](mailto:asummerfield@swbgs.com) for more information

Closing date: 9am Monday 13<sup>th</sup> September 2021

Applications submitted via email should be sent to Mrs Anna Summerfield, HR Manager at [asummerfield@swbgs.com](mailto:asummerfield@swbgs.com)

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.

## Job Description

The role of a Science Technician is vital for supporting the teaching and learning of Science at Borlase. The successful candidate will work proactively alongside a highly motivated team of professionals, to ensure that equipment is procured, maintained and utilised effectively in the classroom.

### Responsibilities and duties;

#### Technical

- To provide equipment and materials to support practical teaching in Science, including assembling apparatus and making up solutions (which may include caustic chemicals).
- To deliver equipment to classrooms; collect, check and return equipment to stores after lessons.
- To prepare teacher demonstrations and assist in Sixth Form practical classes as required.
- To ensure adequate stocks of glassware, goggles, Bunsen burners etc in laboratories.
- To check and charge batteries on a daily basis.
- To check radioactive resources in and out as required.
- To prepare audio-visual equipment and teaching aids for teaching staff.
- To trial practical activities.
- To maintain laboratory equipment, apparatus and resources, carrying out (or arranging for) the repair and replacement as necessary.
- To assist the department with displays; open evenings; production of leaflets, posters, photographs etc.

#### Learning Project Coordination

- To identify and support extra curricular opportunities for Science e.g. lectures, visits, competitions and support the planning, administration and supervision.

#### Stock and Purchasing

- To operate and maintain stock control of equipment, undertake annual stock-take and ensure stock books are kept up to date.
- Working with the Subject Leader source and cost stock, ordering as necessary.
- Working with the Subject Leader to monitor departmental expenditure and keep accurate purchasing records; assist with the departmental budget process.

#### Cleaning and Maintenance

- To clean equipment and computers as required.
- To assist with the general cleaning of laboratory sinks and benches; tidy and clean Prep. Room shelves etc.
- To ensure laboratories are locked, lights and equipment are switched off at the end of the day.
- Wiping white boards down daily and scheduling a deep clean at the end of each half term.

#### Health & Safety

- To keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc.
- To carry out risk assessments for Technician activities.
- To carry out safety checks on equipment before and after use.
- To provide advice on safety issues and ensure staff have copies of risk assessments etc.
- To treat and dispose of spills and breakages safely.
- To store and check expiry of hazardous substances.
- To dispose and disassemble redundant or unsafe equipment.
- To carry out Health and Safety checks in laboratories, prep rooms and stores and keep logbooks.

#### Administration

- To liaise with staff to avoid equipment and room clashes.
- To book borrowed equipment in and out and ensure prompt return of the same equipment.
- To maintain stationery stocks and order as necessary from the general office.
- To maintain adequate stocks of tests and arrange for photocopying as required by the department.
- To photocopy materials as required.

#### Design and Development

- To construct and modify apparatus as required.
- To improve on existing/design new experiments and equipment needed as required.
- To research and suggest new resources.

## Other Duties

- Wider Support of Science where required
- To support extra curricular Science opportunities within the department, and foster a love of Science in young people.
- Involvement in Science enrichment events. This might include the opportunity to attend lectures or visits (any outside usual hours always will be discussed and agreed in advance)
- To support Supervised Study
- This job description is not exhaustive and the post holder will be expected to perform any reasonable request from the Headteacher.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE Level Science Qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>• A level Science qualification or equivalent</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of laboratory work</li><li>• Health and Safety knowledge and understanding</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an education environment</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Numeracy skills</li><li>• Good oral and written communication skills</li><li>• ICT skills</li></ul>	<ul style="list-style-type: none"><li>• Specific practical skills associated with school laboratory work</li></ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"><li>• Commitment, enthusiasm and interest in science</li><li>• The ability to work as part of a team</li><li>• The ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• The ability to prioritise time effectively and plan ahead</li><li>• To have a flexible approach and the willingness to learn</li><li>• To be able to problem solve</li><li>• To remain calm when under pressure</li></ul>	<ul style="list-style-type: none"><li>• The ability and willingness to contribute to the wider school environment</li></ul>