



# MALVERN ST JAMES

## **Science Technician**

**FULL TIME, 39 weeks per year.**

**Required for September 2010**

## **MALVERN ST JAMES LTD**

Malvern St James is a boarding and day school for girls between the ages of 4 and 18, established in 2006 from the merger of Malvern Girls' College and St James's School. There are 380 pupils split equally between boarders and day girls.

The school is located in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham and has excellent transport links, with Great Malvern station situated opposite the main school.

Each pupil at Malvern St James is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school so that teaching and learning is rewarding for everyone. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her academic abilities to the full. In addition, we aim to foster and encourage a wide range of extra curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. However, all senior girls are expected to remain in school until 6.00pm each day and participate in the busy activities programme or supervised homework sessions.

The School has excellent facilities which include modern Science Laboratories, Drama Studio, four ICT suites and a multi-media Language Laboratory. We have a brand new £4.4million Sports Hall which opened in October 2008.

Further details are available on our website: [www.malvernstjames.co.uk](http://www.malvernstjames.co.uk)

## **MALVERN ST JAMES ENTERPRISES LTD**

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School and to ensure its long term financial position. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

## Science Technician - Science Department

- We are happy to consider people with an appropriate scientific background, but ideally we are looking for an experienced technician with skills in Physics, who will be responsible for the provision of practical work in the Physics department.
- Science Education Centre:

Physics	Ground floor	3 Laboratories
Biology	First floor	2 Laboratories
Chemistry	Second floor	3 Laboratories
- The Senior Technician is based in Chemistry and a separate technician is in charge of Biology.
- The person appointed will be multi-disciplined to work wherever required, be able to carry out risk assessments and follow COSHH regulations; training will be given.
- Protective clothing is supplied and laundered by the School.
- The successful applicant must be able to work accurately and safely under pressure, and with the minimum of direct supervision. He/she will need to liaise closely with the teaching staff and other technicians.
- Good communication and ICT skills, a sense of humour and a willingness to be flexible will be a distinct advantage. It will be vital to be a good team member.
- Lunch and refreshments are provided free of charge.

### Terms and Conditions

- Working commitment of 39 weeks per year (term time plus an additional 6 weeks).
- NJC Scale 11-13 (**£13,059 to £13,690 per annum**) dependant on experience.
- The working week is 39 hours and can be agreed around the core hours requirement of 8.30am – 4.00pm
- Paid holidays will be 5.6 weeks per year, all holidays must be taken during school holiday periods.
- A contributory pension scheme is available following a successful probationary period.

## **JOB DESCRIPTION**

Job Title: Science Technician

Responsible to: Head of Physics / Senior Technician

### **Responsibilities**

#### **1. Physics Lessons**

- a. Prepare apparatus for teaching/class use and to set up demonstrations, including data logging experiments, to provide appropriate CLEAPSS cards and/or COSHH assessments as necessary.
- b. Be in attendance and provide support during practical lessons when needed.
- c. Clear up after a lesson, to service the trolley of equipment, or put away apparatus, as appropriate.
- d. Prepare apparatus/materials for use on Open Days.
- e. Suggest ways of improving the use of Physics department resources to help increase effectiveness of teaching, including manufacturing new apparatus or modifying existing equipment.
- f. Construct and trial equipment for use in GCSE, AS and A2 Physics practical assessments.

#### **2. Safety and Maintenance**

- a. Liaise with Head of Physics to ensure the safety of all apparatus.
- b. Be aware of current safety regulations and recommendations by, for example, reading appropriate CLEAPSS and COSHH literature and implementing new guidance, in conjunction with the Head of Physics.
- c. Maintain a safe working environment and notifying the Head of Physics immediately of any problems.
- d. Work in conjunction with the Head of Physics on the use of Risk Assessments.
- e. Be able to give basic first aid.
- f. Carry out regular safety checks on pieces of apparatus as required.
- g. Carry out repairs on equipment, or organise specialist repairs as needed.
- h. Liaise with Housemen and the Domestic Services department over laboratory maintenance and safety.

- i. Review the status of the stock, liaising with the Head of Physics, and re-ordering as necessary.
- j. Ensure all chemicals and radioactive sources are stored safely and in accordance with the local rules.
- k. Keep an accurate record of stocks of chemicals.

### **3. Administration**

- a. Maintain and update safety information.
- b. Order equipment and other resources when required, in liaison with the Head of Physics.
- c. Keep a record of all invoices and budget expenditure. Check against monthly budget printouts from the Bursary in conjunction with the Head of Physics.
- d. Control and record the use of Petty Cash for the Physics Department.
- e. Maintain an accurate list of apparatus and resources.
- f. Compile and maintain distribution records of departmental text books.
- g. Use appropriate ICT skills.
- h. Carry out additional departmental tasks as deemed necessary by the Head of Physics.

*This job description may be subject to modification or amendment at any time after consultation with the holder of the post.*

### **Terms & Conditions**

The successful candidate will be subject to CRB checking and references will be taken up before the appointment is confirmed