



**Chase High School**  
**Prittlewell Chase**  
**Westcliff-on-Sea**  
**Essex**  
**SS0 0RT**  
**Tel: 01702 354441**  
NOR: 1059 including  
139 A-Level students

**Headteacher: Jamie Foster**

### **Science Technician**

**Start date: 1 September 2021**

**Part Time – Term Time plus 1 week. 37 hours per week.**

**Monday to Thursday 8.00am to 4.00pm.**

**Friday 8.00am to 3.30pm**

Local Government Pay Scale – Level 4 point 6 to 7. £17,379 to £17,726 p.a actual salary.  
(£19,698 to £20,092 p.a FTE)

Chase High School is a mixed, mainstream secondary school located in Westcliff-on-Sea, Essex. It educates more than 1,000 students aged 11-18 from over 40 countries.

We are looking to appoint a technician to join our Science Department. The successful candidate will be required to provide effective and efficient technician support. They must be friendly, flexible and enthusiastic and possess the ability to work in a team whilst having excellent innovative and problem solving skills. Experience of working with young people in an area related to this subject is essential as is having a subject related qualification or equivalent gained through substantial relevant work experience.

For further information and a full job description please contact Mrs Sue Callaghan on 01702 354441 [sue.callaghan@chasehigh.org](mailto:sue.callaghan@chasehigh.org). Chase High School is committed to safer recruitment so all applicants must be prepared to undergo screening to confirm their suitability to work with children

Your normal place of work is at Chase High School, however, the Discovery Educational Trust reserves the right to require you to work at any other of its establishments, whether current or future. This may be for a temporary period or on a permanent basis, according to the needs of the employer.

**Closing date for this vacancy: Friday 27 August 2021**

**Interviews will be held: Upon receipt of application.**

**We reserve the right to close this vacancy early upon appointment of a successful applicant.**

**Chase High School is an academy that forms part of the Discovery Educational Trust**

## CHASE HIGH SCHOOL

### Job Description

<b>Job Title</b>	Science Technician
<b>Grade</b>	Level 4 Point 13 - 18
<b>Reports to</b>	Senior Science Technician/Subject Leader
<b>Hours</b>	37 hours per week. Term Time plus 1 week
<b>Liaison with</b>	Senior science technician, teaching staff, Headteacher, support staff, caretaking staff, pupils.
<b>Job Purpose</b>	To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• To ensure the efficient preparation and organisation of equipment for lessons as required.</li> <li>• To clean equipment and laboratories after each lesson and any chemical spillage when they occur.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To ensure safe storage and use of laboratory equipment.</li> <li>• To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.</li> <li>• To liaise with other departments/schools re use of additional/specialist equipment.</li> <li>• To refer stock requirements to the Senior Science Technician.</li> <li>• To undertake routine photocopying as required.</li> <li>• To liaise with caretaking staff regarding any gas/fume problems that may occur.</li> <li>• To ensure the application of Health and Safety procedures and to raise awareness of H&amp;S issues specifically in relation to laboratories.</li> <li>• To assist in ensuring the safe conduct of pupils in the department.</li> <li>• Ensure all departmental tools, equipment and resources are in good working order. Referring any faults to the Senior Technician.</li> <li>• Assist in arrangements for the display of work around the school.</li> <li>• Assist with the movement around the school of resources.</li> <li>• Provide technical assistance to staff and students</li> </ul>

	during lessons
<b>General</b>	<ul style="list-style-type: none"> <li>• To undertake any training commensurate with the post.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## PERSON SPECIFICATION SCIENCE TECHNICIAN

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist area in learning environment
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A

	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role