



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

SCIENCE TECHNICIAN (BIOLOGY) JANUARY 2024

www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, value the individual and offer a wide range of opportunities to pupils, whatever their interests or strengths. The school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Science Technician Biology
TYPE OF POST	Full-Time, Term Time Only
GRADE	Pay Range - £22,265 - £24,423
START DATE	January 2024 -

POST & DEPARTMENT	
Department	<p>The department is friendly and forward-looking, aiming to constantly improve the pupils' experience of Science. The department is housed in a self-contained, two-storey building. There are seven well-equipped teaching laboratories and a multipurpose classroom in addition to a prep room for each sub-department. Every teaching room has a multi-media projector and internet/WIFI access. Every member of the teaching staff has an office. Excellent audio-visual and reprographic facilities are available in the department.</p> <p>The department consists of twelve graduate teachers (four Biologists, three Chemists and four Physicists, two being part-time) and three experienced full-time technicians. The Head of Science (also the Head of Chemistry) has overall responsibility for Science teaching from Years 7 – 13 and she works closely with the Heads of Biology and Physics.</p>
Role	<p>This is an exciting opportunity to join the Science Department. A diverse role, supporting the department with operational and administrative support. Reporting directly to the Head of Biology.</p>

THE ROLE

FUNCTIONS

- Co-ordinate the use and maintenance of practical resources and facilities and provide assistance and advice in meeting the practical needs of the biology curriculum.
- Responsible for ordering equipment and arranging for repairs and keeping appropriate financial records, (but not directly responsible for the budget).

QUALITIES & SKILLS

- Be able to work on their own initiative in the execution of the duties outlined below.
- Be committed to a process of continuous improvement and the raising of standards in attainment within the school.
- Be able to relate effectively to staff, pupils, parents and members of the general public.

KEY RESPONSIBILITIES

- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment to the stores to ensure that it is safely, securely and appropriately stored.
- Carry out maintenance checks and arrange for repairs as necessary to ensure that all equipment is safe and ready to use in lessons.
- Undertake stock checks and keep records to ensure that all chemicals are stored safely and securely.
- Record keeping of chemical/stock (in line with legal requirements).
- Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order to maintain a safe and stimulating learning environment for students.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.
- Order equipment and arrange for repairs as directed and maintain accurate financial records to ensure that school financial procedures are adhered to and expenditure is kept within budget.
- Keep up to date with current procedures and practices through CPD and CLEAPSS.
- To write risk assessments, in collaboration with the Head of Biology, for practical activities and monitor and review these on a regular basis.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Good level of general education including science subject(s) at GCSE level together with good numeracy and literacy skills 	<ul style="list-style-type: none"> • A Levels in the sciences • First Aid Qualification
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 2 years' experience in a laboratory setting • Assist in meeting the practical needs of the science curriculum • Responsible for all equipment and chemicals and needs to ensure that they are used safely and fit for use in the various lessons • Knowledge of appropriate use of laboratory equipment and ability to communicate and demonstrate this knowledge effectively to staff and students • Understanding of Health and Safety procedures especially as they relate to work in a laboratory. • Knowledge of policies and procedures relating to child protection, health & safety, including the safe disposal of chemicals 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • High standards and effective oral and written communication skills • Ability to work on own initiative • An enthusiasm for involvement with pupils, staff, governors and the community • Willing to learn • Be hardworking, kind, flexible and able to work as a member of a team • Excellent organisational skills: reliability in working to deadlines 	

CONDITIONS OF SERVICE

BENEFITS

Teachers' Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free of charge for all staff.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am Thursday 5th October 2023.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

