



# Senior Science Technician Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

## Thornton College

Thornton College is a leading independent Catholic day and boarding school for girls. It is one of the most successful non-selective schools in the UK and offers a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are more than 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 60 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016

## Job Description:

The Senior Science Technician is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School.

The Senior Science Technician will provide technical support to teaching staff in the school laboratories, classrooms and preparation area. This will include undertaking both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard as well as overseeing the efficient running of practical classes by ensuring the timely and effective support to all teachers in the Science department. The Senior Science Technician will also be responsible for maintaining a safe working environment.

The Senior Science Technician will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves their potential. [He/she] will have a key role in raising academic standards and contributing to the life of the school.

## Key Responsibilities:

### Spiritual

- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

### Academic / Technician Support

- Ensure prompt servicing of all practical classrooms and practical teaching areas according to the needs and priorities of teachers
- Advise the curriculum leader on practical improvements to enhance the use and servicing of department areas, to support the delivery of the curriculum
- Maintain accurate records and maintenance plans to ensure the department is safe, compliant and functioning efficiently
- Manage the inventory of apparatus and chemicals
- Assist the Head of Science in budget-tracking, ordering and keeping a track of expenditure in the department
- Ensure and promote the maintenance of a healthy and safe working environment through
  - the provision of technical advice and support on health and safety issues to teaching staff – including the implementation and dissemination of all appropriate Health and Safety legislation and guidance with respect to science education including COSHH
  - the safe treatment and disposal of materials including hazardous substances and responding to actual or potential hazards (in accordance with CLEAPPS guidelines)
  - Actively contributing to the assessment, monitoring and review of both health and safety procedures and practices through continuing professional development
  - The safe storage and accessibility of equipment and materials
- Ensure all risk assessments are in place and reviewed accordingly
- Maintain apparatus and equipment in good working order and carry out repairs as necessary or arrange for repairs to be done in consultation with the Head of Department
- Inspect, maintain and correctly use safety equipment including the annual testing of radiological sources.
- Ensure the availability of suitable materials and equipment, helping to compile orders and liaising / negotiating with suppliers and finance departments. This will include keeping up-to-date records of stocks.
- Support the department with the coordination of specialist subject events

- To attend Science Department meetings as necessary
- To support and promote the Catholic ethos of the school
- To create a stimulating and safe learning environment
- To be a positive role model in terms of behaviour, work and attitudes
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

## Wider Responsibilities

- To contribute to the Performance Management process.
- To complete appropriate training courses as requested.
- To carry out reasonable duties as required.
- To attend school meetings where relevant
- To attend school functions as arranged across the staff as a whole or within particular departments.
- To participate in the wider life of the School, supporting events; such as shows, concerts, Christmas Fayre etc.
- To assist where possible, in promoting the School.
- To assist at the annual events as highlighted by the Headteacher, to include information evenings and the School Fete.
- To represent the department at Open Days.

To be available in school from 8:00am-4.30pm or 8.30am - 5pm in term time, or whenever necessary in order to prepare equipment and support teaching staff.

## Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

**All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.**

**All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.**

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

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