

Alton School Recruitment Pack

Science Technician
Part time - 16 hours
Permanent
Immediate start



ALTON
SCHOOL



Alton is an excellent independent School in Hampshire educating pupils from 6 months to 18 years. The School attracts bright, talented pupils, not just those who are academically gifted, but those who have something to offer and will make the most of the opportunities we provide.

“The minute you step foot in Alton School you feel the sense of family, care and community.”

Alton is an all-through School with a clear academic offer, one that recognises global demands, one that encourages ambition and one that is holistic and prepares our young for the world that they will inhabit.

We are a school that celebrates progress, that is truly rigorous, purposeful and that aims to always achieve the highest educational standards. At the centre of this one school community approach is a continuous educational and pastoral journey which is planned strategically for each student

Our guiding principles, drawn from the Constitutions of our founders, the Sisters of Our Lady of Providence, recognise that excellence is not just about outstanding academic results. We believe in a broad, liberal education which nurtures mind, body and soul.

Applications

Please email your application to Amanda Comfort, Human Resources Advisor; recruitment@altonschool.co.uk by close of business on Thursday 16 May 2024. It is anticipated that interviews will take place the following week.

Please include:

- the completed application form
- the completed Equal Opportunities Monitoring Form
- a CV – this is optional but may be included if you wish to complement the above

All applications will be acknowledged. The School reserves the right to interview and appoint before the closing date.

Benefits

- The school currently offers a fee remission of 50% reduction for children of members of staff
- Defined contribution pension with the Royal London
- On-site parking
- Employee Assistance Programme
- Perkbox - all in one employee rewards and benefits platform
- Complimentary lunches



Job Description

Reports to:	Curriculum Group Leader for Science
Part Time/Full Time:	Part Time, Term Time, 16 hours per week to fit around timetable
Salary:	Alton School Salary Scale

Responsibilities and Duties:

- To co-ordinate the use of practical resources, facilities, help and advice in the practical needs of the science curriculum
- Preparation of resources, assembling apparatus on a daily basis
- Check materials and equipment, order as required
- Giving technical advice to pupils on a daily basis
- Carrying out risk assessments for technician activities when required
- Assisting in practical classes and demonstrations as required each day
- Keeping up to date with current procedures and practices through continuing professional development
- Providing technical advice and support on health and safety issues to teaching staff as directed by CLEAPSS
- The safe treatment and disposal of used materials including hazardous substances using CLEAPSS
- The healthy and safe storage and accessibility of equipment and materials
- Organising annual testing and safety checks as required by school and HSE
- Organising, storing and checking the condition of chemicals and other equipment as required
- Attending department meetings as required
- Setting up and caring for plant and animal collections
- Keeping stock records annually on LabExpert
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration testing and repairing of equipment
- General laboratory cleaning
- Other duties as directed by the Head of Science



Pastoral:

- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to establishing a supportive and caring environment for all pupils
- Foster each pupil's self-image and self-esteem and establish positive and professional relationships which are based on mutual respect
- Safeguard pupils, including their health and safety, on school premises and when on school activities elsewhere

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by Headmaster in support of the aims of the School. Job Descriptions are subject to annual review

April 2024



Person Specification

Qualifications and Personal Qualities	Essential	Desirable
Minimum of 3 GCSE's Grade C/4 or above. Must include Maths, English and Science	✓	
A level / BTEC level 3 qualification in Science	✓	
Good oral, written communication and numeracy skills	✓	
Experience of working in a laboratory or school environment		✓
Experience of working with young people		✓
Ability to work on own initiative	✓	
Good organisational skills	✓	
A competent ICT user	✓	
Ability to prioritise and organise own time	✓	
Works well under pressure	✓	
A commitment to safeguarding the welfare of children	✓	
Works systematically and methodically	✓	

Alton School is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers and the DBS. KCSIE online checks in line with the latest KCSIE guidance, Alton School will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relations to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

Contact us

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