

Information for Applications for the post of Science Technician (temporary)

Principal	Mrs Nicola Connery
Vice Principal (Teaching & Learning)	Mr Alistair Anderson
Vice Principal (Pastoral)	Mrs Lynn Myers
School enrolment	773
Sixth form enrolment	210
School's admission number	110 (5 classes of 22)
Head of Science Department	Miss Jenny Stewart
Department Teaching staff	9 teachers

Strathearn School is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for music, sport and drama. The last ETI Inspection in September 2010 details more fully the 'very good' quality of education offered by the school.

The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with well-equipped buildings and sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down.

The Science Department is a strong and effective department with many pupils choosing the subjects through to A2 Level. The teaching in the department is arranged as follows:

Key Stage 3

A combined Science course is taught in Forms 1 to 3 (5 periods) with a single Science teacher teaching each class.

Key Stage 4

The study of a Science subject is compulsory for GCSE. Pupils have a choice of one or more of Biology, Chemistry or Physics (5 periods each) or may also choose Double Award Science (10 periods). The take up is usually 4 sets of Biology, 2 each of Chemistry, Physics and Double Award.

AS/A2 Level

Biology, Chemistry and Physics are offered at AS and A2 level and are popular choices. Most years there are 3 sets of AS Biology and 2 sets each in all other subjects and at A2 level.

The Examination Board used at GCSE and A' Level is CCEA.

The School is seeking to appoint an enthusiastic and committed person who would wish to apply him/herself to this important role. He/she will be working directly with pupils and staff and will have the necessary skills to make a significant contribution to teaching and learning in Strathearn.

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JOB PURPOSE:

To provide proactive technical support and assistance to teaching staff in all aspects of the delivery of the Northern Ireland Common Curriculum for Science.

To enhance and enrich the learning experience of pupils and ensure that the aims and objectives of the School are achieved in a manner that meets the needs of individual pupils, promotes a positive image of the School, reflects good practice in teaching and learning, and complies with all relevant health and safety standards and regulations.

MAIN DUTIES AND RESPONSIBILITIES:

1.0 CURRICULAR SUPPORT

1.1 Assist teaching staff in the development and manufacture of teaching aids and models for use in practical classes, demonstrations and experiments.

1.2 Prepare appropriate resources for all classes including the setting up, testing, demonstration and dismantling of resources in accordance with agreed schemes of work and lesson plans.

1.3 Provide support to pupils, assist pupils with queries in a professional, courteous and friendly manner.

1.4 Prepare display materials and equipment for parent evenings and open days and display and remove items of pupil work from around the School as and when required.

1.5 Collect, clean and store equipment and materials safely and securely in designated storage areas. Ensure all items are regularly inspected and maintained in a state of ready for use.

1.6 Dispose of used materials and equipment in a safe and approved manner and ensure that no unauthorised person has unsupervised access to materials and equipment when not in use.

1.7 Ensure that all mandatory and statutory checks of materials and equipment are carried out by qualified personnel.

1.8 Inform the designated Line Manager of any materials or equipment found to be in an unsafe or unsatisfactory condition and arrange for the safe repair or disposal of such items.

1.9 Assist with the set up and effective use of information and communications technology and ensure the proper functioning of such technology. Provide advice and support on the use of information and communications technology and help resolve technical problems.

1.10 Provide advice on all aspects of good laboratory practice and keep up to date with all current and proposed developments.

1.11 Develop and implement detailed risk assessments as and when required by the designated Line Manager and help promote safe working practices across the School.

1.12 Advise on all health and safety issues in relation to the use of equipment and report on any breaches of health and safety policy to the designated Line Manager.

1.13 Participate in departmental meetings as and when required.

2.0 DEPARTMENTAL ADMINISTRATION

2.1 Develop, maintain and operate all manual and computerised systems associated with the effective management and administration of the Science Department.

2.2 Maintain records and inventories of all departmental resources, materials and consumables.

2.3 Assist with the ordering, purchasing, receiving, storing, and distribution of all departmental resources, materials and consumables in line with good practice and the allocated budget.

2.4 Undertake photocopying as and when required.

2.5 Handle any cash in relation to the purchase of practical materials as and when required and in accordance with the policies and procedures of the School.

3.0 OTHER DUTIES

3.1 Provide support to staff in ensuring the general safety and wellbeing of pupils and assist with the management of Fire Drills and the evacuation of the School in emergencies.

3.2 Carry out such minor maintenance checks and repairs as are deemed within the competence of the post-holder.

3.3 Contribute to the development of the School website and to the preparation of content for the website and social media platforms.

4.0 GENERAL CONDITIONS

4.1 All duties must be carried out strictly in accordance with:

all relevant Acts of Parliament, Statutory Instruments and Regulations, including the Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations; all relevant Codes of Practice and guidelines;

4.2 All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Head of Science.

4.3 All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.

4.4 All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.

4.5 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

5.0 TRAINING

5.1 The post-holder will be required to accept any training offered by the School for jobs graded at a higher level than this post. However, payment will only be made by the School where there is a requirement for the higher-level duties to be carried out.

5.2 The post-holder will be required to accept any training offered by the School that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.nidirect.gov.uk/accessni Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

Process

Applicants called for interview will be required to bring with them

- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to:

- complete an AccessNI application by the following process
 - register with AccessNI for an Enhanced Disclosure Certificate and complete the 'Pin Notification and ID Validation Form' as provided by the School
 - complete the AccessNI document 'Appendix C' as provided by the School
 - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
 - enclose a cheque for £33.00 made payable to Strathearn School
 - Return the relevant AccessNi code to Strathearn ;
- complete a 'Health Declaration' questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.

General Information

The school offers a wide range of extra-curricular activities, and the contribution of staff to this programme is greatly valued.

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).