

JOB DESCRIPTION

Job Title: Science Department Technician (with a focus on Biology)

Responsible to: Senior Deputy Head

Line Manager: Head of Science

Hours: 37.5 hours per week, Monday to Friday, Term Time plus 1 additional week per year, spread out throughout the year at times negotiated with the Head of Science

Job Purpose: Under the direction of the Line Manager, to co-ordinate the use and development of practical and other resources to Science staff and students during the school day and to assist with co-curricular activities. The role will focus on supporting Key Stage 2 and 3 Science, and Key Stage 4 and 5 Biology.

Duties and responsibilities:

Specific Tasks:

- Prepare equipment/materials required for class practical lessons and examinations for Key Stage 4 and 5 Biology, and coordinate the provision of equipment/materials for Key Stage 2 and 3 Science.
- Assisting in the classroom with practical lessons as required.
- Cultivating plants and collecting living/fresh materials for experiments as and when required.
- Prepare equipment and media for microbiology as directed.
- Setting up of audio/visual system for class viewing as required.
- Data logging with classes.

General

- Assist with the distribution of workbooks, worksheets and revision guides to students as required by teaching staff.
- Order books, stationery, scientific equipment and general supplies for the Science Department as required.
- Assisting teachers with use of equipment as required.
- Clean and maintain equipment for use in class.
- Maintaining stocks for labs and classroom to ensure sufficient levels of materials are available as required.
- Maintain records of budgets and entering student charges.
- Assist with co-curricular activities as necessary.
- Assist other Science Technicians as required.
- Attend Science Department staff meetings when required.

- Liaise with other internal departments, for example the Maintenance Department.
- To comply with the School's policies and procedures and in particular with those relating to Health and Safety.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the Science Department and the School as a whole.
- Assist with the preparation of resources for Science Taster events throughout the year.

Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With 900 students, ranging from age 3 to age 18, and over 300 members of staff.

The Science Department consists of twelve teachers, supported by three technicians. Science is a part of the Faculty of Theoretical and Applied Sciences, to include the Food Technology Department. The Faculty is led by the Head of Science and there is a Head of Department for each subject area. The department is housed in a separate building and consists of six specialist laboratories, four prep rooms and one general teaching room. Facilities and resources for teaching and project work are good and the department receives a generous allowance for the purchase of books and equipment. The teaching resources include:

- Data projectors and interactive whiteboards installed in all laboratories and classrooms.
- Extensive computer software, lab-based computers and data logging equipment.
- Access to internet via school networked computers.
- An excellent provision of apparatus.
- Ample textbooks and reading materials for use at each level.
- Biology pond and conservation area for ecology studies at all levels.

Terms of Employment

Hours:

37.5 hours per week; 8.15am to 4.15pm; Monday to Friday, over 3 weeks which is term time only, plus 5 days per year, spread out throughout the year at times negotiated with the Head of Science

Salary and benefits:

- The rate of pay is £12.08 per hour; £18,845 per annum (actual salary including 5.6 weeks holiday pay) paid in 12 equal monthly instalments (£23,556 FTE)
- Parking is provided free of charge.
- Free lunch
- Free beverages are available throughout the working hours
- BUPA 24/7 telephone Anytime Helpline for general health and wellbeing for staff and their families
- School fee remission after the qualifying period of 2 years for all Support Staff
- Contributory pension scheme plus 4 x salary life assurance scheme
- Appointment is subject to the conditions of employment for support staff.

Closing date for receipt of applications: 9.00am on Monday, 30 January 2023
Interviews will be held week commencing 6 February 2023.

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and an enhanced disclosure through the Disclosure and Barring Service must be satisfactorily completed.