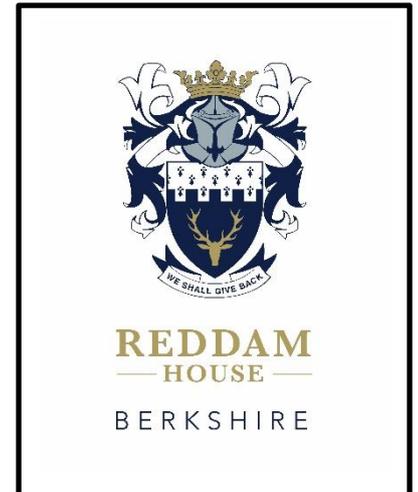


Job Description

Science Support Technician

Reddam House Berkshire

Line Manager/Reporting into:	Senior Science Technician
Full Time/Part Time:	Part-time, Term Time only (plus INSET and Open Days) 20 hours per week 10.00 – 14.30, Monday to Friday (including 30 minute unpaid lunch break)
Contract Type:	Fixed term, until August 2023, with possibility of permanent contract
Closing Date for Applications:	9am on Wednesday 16 November 2022
Start Date:	As soon as possible



Reddam House Berkshire are seeking to appoint an energetic, enthusiastic, practical, and well-organised individual who can support a thriving Science department for 20 hours per week (10.00 – 14.30 Monday to Friday).

You will be able to work equally well as an individual, and as part of a team, with the ability to communicate effectively and work alongside Pupils and teaching staff. Whilst Supporting the Senior Science Technician with Science practical work across year groups 4 to 11 (Junior School to GCSE), you will need to display good attention to detail, and will be able to work well under pressure, and to tight timescales. Safety and high standards are key requirements of this role.

You will bring with you an interest in Science, along with patience and good organisational skills. It also worth noting that this is a physically demanding role. Some lifting and carrying of books and trays are involved. The Science department also spans two levels with two flights of stairs.

No prior experience is required for this role and basic training will be given. Therefore, an ability to learn quickly and be versatile is essential.

OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 740 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

www.reddamhouse.org.uk

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme, as well as death in service benefit
- Free delicious lunch each day;
- On-site parking

HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Alternatively, for further details please contact vacancies@reddamhouse.org.uk

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE RESPONSIBILITIES

Main Duties and Responsibilities

- Providing support preparations for lessons, including setting up and clearing away of materials and equipment
- Fault finding & repair of science equipment - training will be provided
- Correct disposal of chemicals after use - training will be provided
- Ensuring all workspaces and equipment are maintained and cleaned to the highest standard
- Ensure health and safety standards are always upheld
- Support with termly laboratory checks
- General housekeeping of the prep rooms
- General housekeeping of the laboratories
- Responsible for keeping the stock and stationary replenished, and re-stocking when low
- Pack, label and distribute student books when required
- Trialing practical activities
- Supporting the Junior school science classes – Creative Science
- Creative ideas for informative and interesting noticeboards within the department
- Providing advice, assistance, and support to scholars and teachers during practical lessons where necessary
- Assisting in the preparation and clearing up of Open Mornings - 3 times per year
- Setting up and maintaining special resources, such as Animal / Plant collections
- Washing and cleaning of laboratory equipment
- Ensuring the availability of science equipment and providing a resolution if double booked
- Gathering resources from our acres of woodland for junior science classes
- Keeping our requisitions database (Lab Logger) up to date with relevant information on practical work
- Photocopying when necessary
- Provide general assistance, as required, to ensure the smooth running of the Science department
- Attend training where necessary to help with development within the role

Additional Duties and Responsibilities

- To have a working knowledge of all relevant Policies and Procedures;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;
- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications

		E	D	A	R	I
1.	Education to GCSE in a science-based subject	✓		✓		

Knowledge & Understanding

		E	D	A	R	I
1.	Demonstrable interest in Science	✓		✓		✓
2.	A commitment to professional development	✓		✓		✓

Skills

		E	D	A	R	I
1.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓			✓	✓
2.	Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload	✓		✓		✓
3.	Competence in the use of ICT to support learning and administration		✓	✓		✓

Experience

		E	D	A	R	I
1.	Demonstration of suitability to work in the laboratories		✓	✓	✓	✓
2.	Familiarity with practical science		✓	✓	✓	✓
3.	Proven experience in a school environment		✓	✓	✓	✓

Personal Attributes

		E	D	A	R	I
1.	Enthusiasm, energy, and a positive and flexible approach	✓				✓
2.	Ability to engage and motivate young people	✓				✓
3.	Ability to manage own workload, to cope well under pressure and meet deadlines	✓				✓
4.	Interest in working with students inside and outside the classroom to support their learning and personal development	✓				✓
5.	Readiness to engage whole-heartedly in the extracurricular and wider life of the school	✓				✓
6.	Recognition of the importance of personal responsibility for health and safety	✓				✓
7.	Demonstrable commitment to the safeguarding of students and child protection	✓				✓
8.	Demonstrable commitment to equal opportunities	✓				✓
9.	Commitment to the School's ethos, aims and whole community	✓				✓
10.	A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology	✓				✓