



Leehurst Swan School

SCIENCE TECHNICIAN & FIRST AIDER CANDIDATE PACK



THE SCHOOL

Leehurst Swan is the only independent, co-educational day school in the city of Salisbury offering an all through education from Reception to 16 years. Currently with over 230 pupils on roll aged 4 to 16, it has Excellent ISI and Outstanding Ofsted inspection ratings, and is a member of IAPS.

MISSION STATEMENT

At Leehurst Swan, our pupils are at the heart of everything we do. The Leehurst Swan education is designed to celebrate the individual - everything we do is carefully sculpted to create a community of learners in small classes who are supported in pursuit of individual passions and talents. Our mission is to encourage every pupil to find their voice.

The Leehurst Swan education is one based on Christian values, high academic standards, breadth of curriculum and exceptional pastoral care. We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our pupils whilst equipping them to meet the challenges of the present and future.

SCIENCE

Science is a compulsory subject for all pupils in every year of the school. Three separate sciences (biology, chemistry and physics) are taught from the start of year 7. The department has three science laboratories, a prep room, and storage areas. The expectation is that all pupils will study all three sciences to GCSE level to gain three qualifications, although some pupils may change to the science and additional science course in year 10.

THE ROLE

This is a permanent position starting in January 2019. Monday to Friday 8.30am to 3pm, with a 30-minute unpaid meal break. 30 hours per week, 38 weeks per annum (term time plus 2 weeks), in addition 5.83 weeks paid holiday entitlement. Salary is £9 per hour, which equates to £11,834 per annum. We offer a staff pension plan and free onsite parking.

APPLICATION PROCESS

Applicants should download and complete the following documents from the school website:

- The application form;
- Write a covering letter highlighting any strengths and reasons for applying for the post;
- Submit a current copy of their curriculum vitae.

Applications should be sent to the HR Manager in hard copy and emailed to patohm@leehurstswan.org.uk

Applicants must be willing to undertake a full enhanced DBS check, complete a health declaration form and be willing to undertake any screening for child protection reasons.

If you would like further details about the school, or you would like to have a look around the school, please contact the School Office in the first instance.

Closing Date for Applications: Monday 3rd December 2018

Proposed Interview Date: Friday 7th December 2018

Start Date: Monday 7th January 2019

JOB DESCRIPTION

Technician is responsible to the Headmaster, Deputy Head, Head of Science and Lead First Aider for delivery of this role.

SCIENCE DUTIES

- Provide equipment, solutions etc as requested by prep and senior school science staff.
- Remove, clean and return used equipment and chemicals to storage after use.
- Keep laboratories clean, tidy and clear of unwanted materials.
- Check used equipment for damage before returning to storage.
- Maintain/repair or arrange repair of any defective equipment.
- Clean and check sinks for glass etc.
- Basic computer skills Word & Excel.
- Keep and update the chemicals register.
- Keep and maintain an equipment inventory.
- Ensure that experiment risk assessments are complete and up to date.
- Ensure the correct signs (gas cut off switch, electricity cut off switch etc) are displayed correctly in all laboratories.
- Ensure gas main cut off switch in the corridor is correctly labelled.
- Research and test new/alternative experiments as requested by science staff.
- Help arrange displays for open days.
- Support teaching staff by keeping records of test and examination results.
- Produce these results in appropriate form/ table.
- Keep a list of chemicals/apparatus needed to be ordered in the next year.
- Compile and cost orders for chemicals and equipment for the prep and senior science department budget for the next year, to be used in discussion with Head of Department.
- Maintain levels of distilled water and stock solutions.
- Ensure that chemicals are stored correctly in accordance with CLEAPSS recommendations.
- Be prepared to assist on science trips, Natural History Museum, Langford Lakes.
- Text books – order, label, number and repair, if necessary, all text books.
- Arrange the production of parent's letters for Year 10 workbooks and revision books and order the number required.
- Keep records of text book numbers issued to and returned by pupils, ask bursar to add the charge of lost textbooks to pupil's bills and refund to department budget.
- Purchase locally any items required by the department and give invoice to bursar for refund to you.
- Find and collect specimens e.g. pond weed, woodlice.
- Water and care for any plants.
- Be prepared to help with experiments and demonstrations to pupils.
- Advise on use, setting up and help with data logging experiments.

- Photocopy/reproduce literature, examination papers for science department.
- Continuous visual check on any health and safety issues in the department e.g. broken stools, uneven floors, and defective lights and arrange any repairs that may be required.

Half Termly and Annually

- Test laboratory trip switches.
- Disinfect and wash all safety spectacles and goggles.
- Check all Bunsen burners.
- Check fire extinguishers are appropriate for purpose and emergency escape route signs are correct.
- Visual check on condition of hazardous chemicals.
- Maintain and fill in laboratory safety records.
- Test and inspect the safety of the steam engine.
- Test and inspect the safety of the pressure cooker.
- Arrange for the testing of the fume cupboard (every 14 months), done externally.

PAT TESTING DUTIES

- Budget holder for minor consumables budget shared with AVA duties.
- Electrically and/or visually test, inspect, label and enter on inventory all new portable electrical equipment.
- Visually and if appropriate electrically test all portable appliances throughout the school as part of a rolling program.
- Record all tests in paper and electronic form.
- Repair or arrange for repair any faulty equipment.
- Remove from use any equipment that fails either electrical or visual tests.
- Training will be provided.

ADDITIONAL DUTIES

- Maintaining TVs, Smartboards and DVD equipment.
- Repair/arrange for repair of defective equipment.
- Purchasing new equipment from Minor Consumables budget.
- Providing AV and Lighting equipment set up for visiting speakers, school assemblies, productions etc. as requested.
- Provide IT support with the installation of aps on school Ipad.
- To be on call for up to 4 hours of the day as an on-site First Aider, providing first aid treatment for children who report to reception. Reporting to the lead first aider as part of a first aid team of staff providing cover in the school. Training provided.
- Some lunch time supervision duties. Training will be provided.