



**Science Technician (Physics)
Candidate Information Pack**





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Pre-Prep, Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.



The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby are Monkton Prep and Pre-Prep each with separate Heads but part of the same foundation.

The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate review was recently commissioned.



The Role

Job Title: Science Technician (Physics focussed) - Full time, term-time only

Relationships: The post holder is responsible to the Head of Physics and Computer Science, Head of Science and Deputy Head Academic, Prep School.

Fundamental Tasks: To facilitate the teaching of Science at all levels, with due regard to the health and safety of pupils and staff. To ensure the efficient operation of the Physics and Computer Science Department referred to above, thus enabling pupils to maximise the opportunities in the specific subject area.

Location: This role is primarily based at our Senior School in Monkton Combe, but approx 6 hours per week will be based at our Prep School just up the hill in Combe Down

Summary of Main Responsibilities of a Science Technician:

- Follow all Health and Safety guidelines and safe working practices within the Science Department. Reference being made to the departmental Handbook and CLEAPSS Handbook
- Provide general assistance to the science teaching staff, with a particular focus on physics, in order to enable the smooth running of teaching in the department
- Prepare, set-up and check the apparatus, materials and reagents for demonstrations and practical work.
- Tidy away and clean equipment/tools/materials after conclusion of lesson
- Ensure the laboratories are in good order and are locked when not in use
- Assist with photocopying as required and maintain the departmental photocopier by liaising with the Stationery department and with the service engineers
- Maintain the physics equipment lists and monitor the departmental expenditure against the budget. Placing purchase orders into the school finance system on behalf of the Physics and Computer Science department.
- Ensure all equipment is in good working order by cleaning, testing and servicing at regular intervals. Organise for the servicing of equipment, where required



- Ensure the radioactive sources are logged in and out and are returned to the locked cabinet and complete annual testing of the sources as necessary. CLEAPSS training can also be provided
- Set-up and use ICT equipment where appropriate, including data-logging equipment for use in practical work
- Assist the other science technicians, when required
- Play an active role in developing practical, innovative and inspiring practical Science. A willingness to expand in the Science Department's activities for Open Days and its involvement with other schools and universities would be appreciated
- Set up displays and equipment for school Open Days and as needed on departmental display boards including the 'Science in the News' board at Prep School throughout the course of the academic year.
- Attend relevant study days and courses as appropriate.
- Control of stocks and consumables, re-ordering when required

Note: The postholder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.



Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	<p>Educated to 'A' Level standard or equivalent with relevant experiences</p> <p>Degree in Physics or science related subject</p> <p>First aid qualification or willingness to train for this</p> <p>Suitable ICT qualification</p>	√	<p>√</p> <p>√</p> <p>√</p>
Experience	<p>Experience in use, handling, storage and basic maintenance of general laboratory apparatus</p> <p>Previous experience in supporting and being a team member in a school</p> <p>Recognised Health & Safety at work qualification.</p>		<p>√</p> <p>√</p> <p>√</p>
Knowledge And Understanding	<p>Equal opportunities, health & Safety and Child Protection</p> <p>Knowledge of common laboratory hazards including storage, use and disposal of hazardous chemicals</p> <p>Knowledge of basic administration procedures e.g. placing orders/requisitions for goods and services, filing and stock control</p>	<p>√</p> <p>√</p> <p>√</p>	



<p>Skills</p>	<p>ICT skills, including MS Word and Excel</p> <p>Accuracy and attention to detail</p> <p>Able to communication clearly, confidently and sensitively with staff, parents and pupils</p> <p>Excellent organisation skills and ability to meet deadlines</p> <p>Able to multitask and willing to tackle a broad range of tasks</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p>Personal Attributes</p>	<p>Flexible and proactive in approach</p> <p>Demonstrates the ability to promote positive working relationships and be able to communicate effectively with people at all levels.</p> <p>Awareness of the responsibilities of working in an environment with young people.</p> <p>Supportive and engaged with the school's Our Vision, Our Mission and Our Values.</p> <p>Sympathy with schools Christian ethos</p> <p>Ability to be flexible and adaptable</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	



Safeguarding

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.