



## Full-Time Science Technician – Fulham Prep & Senior School



Fulham Prep School and Senior School is seeking to appoint a well-qualified and enthusiastic Science Technician, ideally with previous experience of working in a school, to join this coeducational school in West London. The successful applicant will work as part of a team supporting the teaching of Science within the school. Please see the job profile for full details. We are looking for someone to work 36 hours per week, term time plus two weeks during holiday periods.

This offers a rare and challenging opportunity for a technician to take forward their subject within an innovative educational establishment.

### Educational Vision:

*The school will provide an outstanding, enterprising education for girls and boys, striving for academic excellence. Through the application of our values, mutual respect, supportive pastoral care and inspirational teaching, we will help every pupil to find their unique talent, and to realise it, for the benefit of all.*

- A broad education for boys and girls aged 4 to 18 in the London Borough of Hammersmith & Fulham, supported by Inspired Education Group.
- Teaching strategies aimed at raising achievement for boys and girls a wide range of extra-curricular and vocational activities, giving opportunity for all our pupils to achieve success.
- Emphasis on social, personal and business enterprise in curricular and extra-curricular activities. A real commitment to developing entrepreneurial flair, skills and habits in our pupils, to serve the community as well as their later economic well-being.
- A broad and balanced curriculum, with ambitious targets.
- A powerful partnership between school, parents and community.
- Innovative technology to support successful learning, and efficient systems to manage data and communication.
- High standards of pastoral care, where every pupil is known and feels they can find a person to turn to and support them, taking advantage of being a small school.

### The Role

The main purpose of the role will be to support the teaching of Science by preparing, setting out, storing, maintaining and providing materials and equipment; additionally we would require basic administration within the Science Department.

### Skills and Characteristics for which we are looking include:

We shall be looking for an effective communicator; resilient, energetic and enthusiastic, a team worker willing to contribute to the development and vision of the department; and good literacy and numeracy skills to complete budgets, orders and inventories.

1. Having a sound subject knowledge which they can utilise to challenge all our pupils, including the most able;
2. Having the capacity to contribute to the development of the School's ethos and enterprise activities;
3. Possessing a real 'can do' attitude;
4. Having real enthusiasm to be an integral part of creating a dynamic Science

- department by arranging activities after school and other extension opportunities;
5. Have a commitment to support our enrichment programme by facilitating co-curricular sessions.

### **Why apply to Fulham School?**

- To play an integral role in creating and developing a new department in a school determined to be one of the best.
- Free school lunches every day freshly prepared by our school chef.
- Cycle to work scheme.
- Great connections to all London tube-lines and over ground routes.

Please apply by filling in the school's application form and the Equal Opportunities Form. If you would like to speak to Miss Arabella Northey, Deputy Head about the role then she would love to talk to you. You can call the school on 020 7386 2444 or email [recruitment@fulhamsenior.co.uk](mailto:recruitment@fulhamsenior.co.uk)

Closing date for completed applications: Friday 25<sup>th</sup> May 2018

Interviews: week commencing Monday 4<sup>th</sup> June 2018

**Job description: in this role, you are expected to:**

1. Prepare all laboratory practical requirements for assigned groups/teachers and deliver them to the appropriate laboratory;
2. Photocopy and otherwise prepare resources as needed for science lessons;
3. Set up and clear away apparatus and equipment;
4. Undertake general cleaning and maintenance of equipment, and repair apparatus as permitted by personal expertise;
5. Monitor and manage chemical stock including safe storage, cataloguing, ordering in a timely manner;
6. Be aware of and act in accordance with guidelines for the safe disposal of chemical waste;
7. Provide technical support outside of lesson time, such as for clubs and extracurricular activities, where reasonably required;
8. Support teachers in science classes where required, including working with small groups of students or demonstrating practical activities;
9. Be fully supportive of the ethos of the school.

**Departmental**

- Monitor and support in the maintenance of high standards of health and safety in the science department;
- Carry out risk assessments using appropriate resources (e.g. CLEAPPS) and advise teachers as appropriate;
- To provide clerical and administrative support to the Head of Department where appropriate, including the creation of displays;
- Provide basic, short-term cover for absent colleagues in science where required;
- Support pupils in accessing learning activities where needed, under the guidance of the class teacher.

**Whole School**

- Contribute to Department Meetings and Key Stage meetings where appropriate;
- Contribute to the development of school policies where appropriate;
- Support whole school initiatives;
- Uphold the school ethos;
- Communicate with parents and governors as appropriate;
- Contribute to the school's co-curricular / enrichment ethos and activity.

**Appraisal**

- Complete all appraisal requirements as set out in the school policy, including being appraised
- Strive to fulfil agreed appraisal objectives

FSS is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.

**Reports to:** Head of Science (Prep School & Senior School)

**Start date:** September 2018

**Salary:** The school operates its own pay scales and will offer salary commensurate with experience and the nature of this role. The school offers its own personal pension plan in which all employees are enrolled.