



MALVERN ST JAMES

Girls' School

Senior Science Technician

£17,000 - £24,000pa pro rata (depending upon experience)

39 hours per week

(34 weeks per year, term time only plus 5 weeks in school holidays)





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 19. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire. Only two hours from London and one hour from Birmingham, the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility. We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Prep. girls arrive from 7.45am each day and an After-School Club provides free supervision until 6.00pm each day. This enables all the girls in MSJ Prep and the Senior school to participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an 'Outstanding' inspection judgement, which extends to all areas of Malvern St James, Greenslade, the Year 13 Sixth Form Boarding House has recently been transformed with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and there are plans to continue this programme of improvements within boarding. There are also further exciting projects to enhance Teaching and Learning.

Malvern St James also received the highest rating of 'EXCELLENT' in the ISI's Educational Quality Inspection in May 2017.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk

The Science Department at Malvern St James

The Department

The Science and Mathematics Centre has won an Architectural award and comprises nine laboratories, including three Biology laboratories, six classrooms for mathematics, an ICT suite and three specialist science preparation rooms. Experienced, innovative, and committed subject teachers are supported by a team of excellent technical staff. Students from Year 3 upwards enjoy their science lessons in purpose-built and well-equipped laboratories.

The Curriculum

Separate sciences are taught at Key Stage 3, whilst at GCSE, Biology, Chemistry and Physics are currently offered as separate science subjects, or as a Double Science award. AQA is the examination board for all KS4 science courses (GCSE Separate Sciences and GCSE Combined Science: Trilogy) For Biology in the Sixth Form, the examination board is OCR.

Extra-Curricular Activities

In addition to the formal curriculum lessons, the Science Department runs extra-curricular activities and embraces the aims of British Science Week. MSJ holds an annual science lecture which is open to members of the local community as well as to the School. The School enters students for National Olympiad Competitions in Biology, Chemistry and Physics and prestigious awards have been attained. The Biology Department arranges educational visits to such events as Year 13 Nettlescombe Field Studies Council residential course, Year 7 Malvern Festival of Innovation, Year 9 Cheltenham Science Festival. We have a Science Club for Years 7 – 9 and a MedSoc Society for Years 9 – 11.

This is a key role for this busy area of the School. The Senior Science Technician appointed will manage a technical support team with the overall responsibility for delivering practical materials to 9 laboratories, each lab having potentially 5 practical sessions per day.

Science Education Centre:

Physics Ground floor 3 Laboratories

Biology First floor 3 Laboratories

Chemistry Second floor 3 Laboratories

The Senior Science Technician is currently based in Chemistry and separate specialists oversee Biology and Physics, respectively. The technical support for the Preparatory Department is another bespoke role within the team, plus a general Science Technician across all three disciplines.



JOB DESCRIPTION

JOB TITLE: Senior Science Technician

RESPONSIBLE TO: Science and Technology Co-ordinator

The Role

Managing a technical support team and ensuring the appropriate training and professional development of the team.

1. Lessons

- Managing a technical support team, with the overall responsibility of ensuring that practical materials are delivered to 9 labs, throughout the day
- Managing diary systems and timetables to meet these demands

2. Safety and Maintenance

- Undertaking the lead role within the science department on both routine and non-routine checking, cleaning, and maintenance of equipment to the required standard
- Actively leading and coordinating the assessment, monitoring and review of both health and safety procedures and information resources and keeping up to date with both
- Writing risk assessments with reference to CLEAPSS/ASE/COSHH guidelines
- Leading in liaising with Estates and Domestic Services regarding laboratory maintenance and safety
- Represent the technicians on the Health and Safety committee
- Organise specialist repairs on equipment as required

3. Administration

- Setting up and monitoring systems used in the management and control of practical resources, including:
 - Leading on stock control, compiling orders, liaising, and negotiating with suppliers and maintaining appropriate records
 - Monitoring, controlling, and keeping financial records of the department expenditure in accordance with the school's policy
 - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
 - Making recommendations for additional large items
- Assist with planning for the development of the department
- Support teaching staff and technicians, providing advice and making recommendations
- Aiding recruitment and ongoing training of new and existing technicians, and ensuring that the technical team is resourced, organised, and developed to meet the performance standards required by the department by:
 - Assisting in writing job descriptions and compiling interview questions.
 - Being on the interview panel.
 - Training new and existing technicians and ensuring their continual professional development.
 - Organising and leading in housing training sessions and shadowing.
 - Organising training courses – e.g. CLEAPSS courses for technicians.
 - Attending conferences and appropriate training courses.
 - Providing line management to the technicians.

All School staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding students
- c. Regularly review own practice, set personal development targets, and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, students, and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential Criteria

- Relevant technical/scientific qualification and/or experience
- A professional approach
- Good organisational skills
- A strong written and oral communication aptitude
- An ability to display diplomacy and tact
- An ability to remain discrete and impartial
- Good team member
- Able to remain calm under pressure
- Good ICT skills
- Flexible approach to work

GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to recruitment@malvernstjames.co.uk

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, considering previous experience and relative skills and abilities.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

20202409

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours, and regular competitions.

Other benefits include:

- **Fee remission**
- **Lunch provided**
- **Access to Massage**
- **Access to Reflexology**

