



Temporary Science Technician  
(Maternity Cover)  
from February 2022

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Science faculty at Dauntsey's is housed in its own building and houses the departments of Biology, Chemistry and Physics across 14 labs and 4 prep rooms. We have a technical team of five technicians who assist 17 teaching staff deliver lessons. Sciences are very popular, with all pupils from 1<sup>st</sup> Form to 5<sup>th</sup> studying all three Sciences and many students opt to take one or more Sciences at A-level.

The department is heavily involved in life outside the classroom, with multiple clubs on offer, from a junior Science club, to being involved in launching experiments into space, along with A-level challenge and extension sessions and the Medical Focus group. The department also takes part in outreach programmes with local primary and prep schools as well as providing enrichment for pupils visiting the school on entrance days.

## Job Description

### Key Duties and Responsibilities:

**Line Manager:** Head of Science

**Role Overview:** Providing teachers with technical support to deliver the curriculum to students across the Science Faculty

### Key Duties and Responsibilities:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Liaising with teaching staff in the preparation of equipment and chemicals for lessons.
- Maintaining labs and prep rooms in a clean, safe and orderly condition.
- Cleaning of equipment returned from lessons.
- Disposal of chemicals returned from lessons.
- Carrying out risk assessments on procedures used by technicians, teaching staff and pupils.
- Assisting teaching staff and pupils in assessing risks with procedures and materials.
- Keeping records of risk assessments signed by the teaching staff for each activity carried out.
- Trialling practical activities.
- Assisting with practical activities and demonstrations as required.
- Preparing solutions.
- Assembling, maintenance and routine repairs of laboratory equipment.
- Maintaining an inventory of materials and equipment.
- Carrying out and keeping records of routine lab checks, including checking fixtures and fittings and reporting findings to HoD.
- Checking stock, placing orders and checking deliveries.
- Assisting in maintaining the departmental budget.
- Maintaining records of the departments stationary and text books, including issuing pupil charges for lost text books.
- Attending departmental meetings and keep teaching informed of changes to procedures
- Attending relevant Health and Safety courses

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

### Safeguarding Responsibilities

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

### Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Science related qualification beyond GCSE</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a Science related subject</li> </ul>	View qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience working or studying in a scientific based role</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working within a lab</li> <li>• Current experience of working as a school lab technician</li> </ul>	Application form Interview Professional references

<b>Skills /Knowledge</b>	<ul style="list-style-type: none"> <li>• Be aware of how to behave in a lab environment</li> <li>• Understand Health and Safety regulations relating to working with chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to make a chemical solution safely and accurately</li> <li>• Understand how to work safely with microorganisms</li> <li>• Be familiar with CLEAPSS</li> </ul>	Application form Interview Professional references
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks</li> <li>• Able to work under pressure</li> <li>• Able to liaise with the technician team and work together</li> <li>• Ability to form and maintain appropriate relationships with the technical team, teaching staff and pupils</li> <li>• Commitment to equal opportunities</li> </ul>		Application form Interview Professional references

# Terms and conditions

## Hours of work

You will be required to work from 08:20 to 16:20 Wednesday- Friday and 08:00 to 13:00 on Saturday during term time only role. The day includes a 30 min unpaid lunch break on Wednesday to Friday. The contract is a maternity cover role and will therefore continue for as long as your colleague is on maternity leave and will end when she returns to work.

## Holiday

The role is required term time only. However, on occasion, technical staff may be asked to provide support outside of the term. If this is required, it will be agreed in advance.

## Salary

The pro-rata salary is £15,758 per annum.

## Application Process

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Friday 28<sup>th</sup> January and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

Thank you for your interest in the position.