



# Prior Park Schools

## Science Technician

Reporting to:

1. Head of Biology
2. Head of Science Department

### Prior Park Schools

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Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

### The Department

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The Biology department sits within the Science Faculty, a dedicated team of some 18 teachers and technicians across five departments: Computer Science, Physics, Chemistry, Biology and Human Sciences, each led by a Head of Department.

Science is a successful and popular subject at all year groups, regularly supporting two full groups in each year at A-Level. The department is extremely well resourced, accommodated across three laboratories and supported by its own prep room and technician, and always aims to teach the subject in the most practical ways possible, giving students the richest possible experience of the subject.



## The Role

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### Overview

The technician for the Biology Department will provide technical and administrative support, practical assistance and advice where required to staff in the Science Faculty and pupils of the schools.

### Responsibilities checklist

The post-holder can expect to:

- Will prepare classrooms and laboratories for use by staff and pupils, ensuring a safe, tidy and healthy working environment is provided at all times.
- To prepare supply and collect, and be responsible for teaching resources and materials, displays, apparatus and equipment, providing technical assistance and support to teaching staff and pupils on the safe and economic use of equipment and materials (including electrical equipment), working with teaching staff in the creation of new teaching resources and materials.
- To demonstrate, advise and assist in practical activities and support practical experiments where necessary.
- To assist using IT and AVA equipment associated with displays, machinery, and experiments, ensuring the availability, in order to ensure safe and efficient operation.
- To ensure that workshops, laboratories, classrooms, and all equipment used are kept clean, tidy and in safe condition also ensuring that both routine and non-routine checking, maintenance, calibration, cleaning and fault investigation is carried out to the required standard.
- To be responsible for the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines, and school procedures and in line with Health and Safety good practice.
- To maintain stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by teaching staff, taking receipt of materials and equipment delivered and passing invoices for payment.

- To be responsible where required for petty cash and the purchase of relevant designated items, assessing the availability of suitable alternatives in line with best value principle and maintaining records of transactions and expenditure in accordance with the school's financial guideline. To assist with administration of the department budget.
- To assist with the issue and return of textbooks as required and undertake other appropriate clerical duties when necessary.
- To assist in the organisation and preparation of displays for open evenings and other appropriate school functions as and when required.
- To ensure at all times and in all of the above activities that Health and Safety Regulations and guidelines such as COSHH regulations and school procedures are adhered to and observed. This may include regular and routine checking and testing procedures and risk assessments where appropriate and contributing to the assessment, monitoring and review of Health and Safety procedures and policies.
- To assist teaching staff as directed and undertake a share of other whole Faculty duties and responsibilities as directed by the Senior Technician.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of the School.*

JD reviewed March 2024

## Personal and Professional Specification

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	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• An academic, technical, or vocational qualification to GCSE A Level standard or equivalent in subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in biological science or relevant experience as a laboratory technician.</li> </ul>
Experience		<ul style="list-style-type: none"> <li>• Previous experience working as a school science technician.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A good working knowledge of Health and Safety and other relevant policies and procedures.</li> </ul>	
Skills and competences	<ul style="list-style-type: none"> <li>• Good interpersonal, literacy and numeracy skills with the ability to work as a member of a team and demonstrable evidence of leadership qualities.</li> </ul>	



# Prior Park Schools

## Child Protection

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All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

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In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.