



Senior Science Technician Job Pack

Salary KR6 £19,799.62 Actual Salary (FTE £21,801)
8am – 4pm Monday – Thursday
8am – 3.30pm on Fridays
DSTC Term Times plus 5 inset days
and 2 additional weeks (negotiable)
Required ASAP
Training will be provided



The Governors of DSTC wish to appoint a Senior Science Technician to assist with the smooth running of our Science Department. The candidate successfully appointed to the role will need to:

- Prepare materials and equipment for practical lessons.
- Maintain the laboratories and equipment, ensuring all Health and Safety regulations are adhered to.
- Support teachers and students in lessons, as well as general assistance to the science department.
- Work with the other Senior Technician to maintain the prep room and chemicals/ biological material safely and in line with CLEAPSS.



PERSON SPECIFICATION

Detail	Examples	Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school environment GCSE A-C (Grade 4 and above) Science, Maths and English A qualification relevant to the role Experience of working in a school lab environment	X	X X X
Numeracy	Good numeracy skills	x	
Technology	Knowledge of basic ICT	x	
Verbal	Ability to use clear language to communicate information unambiguously	x	
Languages	Overcome communication barriers with children and adults	x	
Curriculum	Good understanding of the school science curriculum		x
Health & Well being	Understand and support the importance of physical and emotional wellbeing	x	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	x	
Health and Safety	Good knowledge of health and safety procedures. Familiarity with CLEAPSS	X	X
Team work	Ability to work effectively with a range of adults	x	
Information sharing	Know when, how and with whom to share information Ability to follow instructions accurately	x x	
Personal	High expectation of self and others Good organisational skills Remain calm under pressure Ability to ensure confidentiality Ability to use own initiative Ability to work well within a team Reliable and trustworthy	x x x x x x	

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is exceptionally high as we are all working to the same vision namely:

“Educating and empowering citizens of the future”

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them to become morally well-grounded young ladies. Our pastoral care is excellent.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day in July is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

I look forward to receiving your application.

Yours sincerely



Anne Davis
Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents"
(Ofsted March 2022).

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

- To maintain the laboratories and all the equipment in a safe and usable condition.
- To prepare materials and equipment for practical lessons and demonstrations.

(please see job description attached or a detailed list of duties)

WHAT WE CAN OFFER YOU

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme
- Induction programme
- Free use of the school gym

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susie Wells (Susan.Wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach.

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to Susan.wells@dstc.kent.sch.uk



Name:

Post Held: Senior Science Technician

Responsible to: Director of Learning, Science

Hours per week: 37 hours
08.00 – 16.00 Monday – Thursday
08.00 – 15.30 Friday
30 minute (unpaid) break per day

Weeks per year: Term time plus INSET days plus 10 additional days

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES (GENERAL TO ALL TECHNICIANS):

- To be responsible for ordering and maintaining resources and to assist with stocktaking when necessary.
- To be aware of current Health & Safety regulations and procedures and to ensure that relevant guidelines are adhered to.
- To report to the Director of Learning/Subject Leader any faults, breakages, repair needs, potential dangers and hazards or issues relating to Health & Safety.
- To assist with practical lessons if requested by the Director of Learning/Subject Leader.

- To assist with the setting up and clearing away of displays in the department and demonstrations for Open Evening and other College events.
- To check all equipment for safety and carry out relevant maintenance or seek specialist support if required.
- To give support to students in the classroom as necessary and agreed with the Director of Learning/Subject Leader.
- To support departmental ICT developments.
- To accompany departmental visits when necessary.
- To invigilate in both internal and external examinations when needed.
- Such other duties as the Principal or Governors may from time to time require.

KEY DUTIES & RESPONSIBILITIES (SPECIFIC TO THE ROLE OF SENIOR LABORATORY TECHNICIAN):

- To maintain the Prep Room, laboratories and equipment in a safe and usable condition, ensuring that all safety checks are carried out according to CLEAPSS and as agreed with the Subject Leader.
- To prepare materials and equipment for practical lessons and demonstrations.
- To ensure that the chemical inventory is kept up to date and that a chemical audit is carried out on an annual basis.
- To safely maintain live biological material.
- To provide clerical support to the Director of Learning, Science.
- To be a First Aider.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

Signed Date
(Principal)

