

**THE WALLACE HIGH SCHOOL**

**TECHNICIAN**

**Biology, Chemistry and Physics**

**JOB DESCRIPTION**

**HOURS OF WORK:** 30hours per week, Monday to Friday (6 hours per day), term time.

**SALARY:** SCP 3 (£10.20 per hour) to SCP 6 (£10.823 per hour)

The contract is based on 38 weeks of term time. Please note holidays are not permitted during term time.

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are over 300 students in the Sixth Form. Wallace students achieve very high standards in external examinations and avail of a range of co-curricular and extra-curricular opportunities facilitated by the staff of the school with the vast majority progressing to university. Our staff work as a team; our aim is each to make a difference in the lives of our young people. We offer three Sciences at GCSE and A ‘level- Biology, Chemistry and Physics. The 3 Departments work independently, each have their own Head of Department, but colleagues support and help one another, and our students, as required, across Departments.

**Job Purpose:**

To assist all teaching staff in providing pupils with a relevant and effective learning experience and ensure high levels of achievement in the subject area.

**Person Specification:**

* Excellent organisational skills
* Ability to work effectively in a team and alone
* An interest in the subject
* Interest in and willingness to work with young people
* A flexible and person-centred approach
* A willingness to continue to learn and develop based on the needs of the school.

**Main Duties:**

1. Preparation of resources for all classes including the setting up, testing, demonstrating and dismantling of suitable resources as per agreed schemes of work.
2. Collect, clean and store equipment and materials in designated storage areas.
3. Ensure items are maintained in a state of ‘ready for use and noting what needs to be ordered/replaced /repaired, reporting any unsafe equipment to Head of Department
4. Dispose of used materials in a safe and approved manner.
5. Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
6. Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
7. Advise on health and safety issues in relation to the use of equipment.
8. Administrative tasks associated with the area of work.
9. Maintenance of an inventory/records of departmental resources.
10. Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.
11. The management of any preparation areas or rooms.
12. Any other duties as required.

**Recruitment Criteria:**

Essential:

* Minimum GCSE A\*-C in Mathematics and English Language or level 2 equivalent
* GCSE Grade A\*-C in GCSE Science or other level 2 equivalent
* Good ICT skills.

The Board of Governors reserves the right to enhance the essential criteria for the purposes of shortlisting as necessary.

**APPLICATIONS**

It is preferred that application forms are emailed in Word format to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **12.00 noon on Friday, 22 October 2021**.