



Hulme Hall Grammar School

Science Technician Job Description

The School

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 160 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes in combination with excellent teaching, lead to consistently good examination results.

The Governors are seeking to appoint an enthusiastic and committed Science Technician who is required to join our science department and who can support the delivery of a varied and exciting science curriculum within the school. The post-holder will have responsibility for developing and co-ordinating the use of resources required for the practical elements of the entire Science curriculum, ensuring that the requirements of the staff within the department are met.

The successful candidate will:

1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the entire science curriculum, including liaising with teaching staff and support staff outside of the department.
2. Promote and ensure the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedure and information resources
 - Keeping up to date with current procedures and practices through continuing professional development
 - The provision of technical advice and support on health and safety issues to teaching and technical staff
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - The healthy and safe storage and accessibility of equipment and materials
 - The preparation and recording of risk assessments associated with practical experiments carried out within the department.

Line of Responsibility: The Science Technician is responsible to the Head of Science.

Operational responsibilities:

- To support the Science Staff in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels
- To maintain, check, calibrate, repair, test, prepare, and clean, both routine and non-routine, laboratory equipment
- To organise and maintain efficient storage systems for equipment and materials
- To prepare and provide equipment for lessons
- To prepare laboratory solutions
- To keep up-to-date stock records including preparing lists of replacements as required.
- To assist with completing and collating statistical returns
- To assist with maintenance of the Science Department administration system
- To undertake reprographic work as required
- Prepare and record risk assessments for practical experiments carried out within the department.

The above identifies major duties and responsibilities but does not intend to list every task within the scope of the job.

Health and Safety:

- To ensure that all staff in the subject area comply with safety rules and procedures relevant to the subject and whole school
- To report promptly to the Headteacher any issues which may/have led to a breach of regulations.

Please also see the Person Specification for this role, which is contained in a separate document.

Applications are welcome from a diverse range of backgrounds and factors such as skin colour, gender, race, nationality, ethnic origin, religious faith, or any other protected characteristic will NOT be taken into account in the selection procedure.

Conditions of service:

Salary: £20,833 (FTE) / £8,125 (Actual)

Hours: Part-time (20 hours per week, over 4 or 5 days), term-time (35 weeks)

Application procedure:

A fully completed application form (which can be downloaded from the school website), to include details of two confidential referees should be addressed to: The Headmaster, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or e-mailed to The Headmaster's Secretary, Mrs Cooke, at: d.cooke@hulmehallschool.org

Closing date for applications: Thursday 27th May at 2.00pm.

Interviews are scheduled to take place during the week beginning Monday 7th June.