



**Clifton  
High  
School**

**CANDIDATE INFORMATION**  
**SCIENCE TECHNICIAN**



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# BEYOND A SCHOOL, a place to belong



## AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



## **JOB DESCRIPTION**

**Job Title:** Science Technician/Senior Science Technician

**Department:** Business Support

**Reports to:** Head of Physics

## **GENERAL QUALITIES**

The Science Technician will assist teaching staff in providing pupils at Clifton High School with a relevant and effective Science experience and ensuring high levels of achievement. They will be responsible for the implementation of planned teaching practical sessions and maintenance of STEM equipment and ICT systems and their use within the department.

## **SAFEGUARDING**

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

## **TERMS AND CONDITIONS SPECIFIC TO THE ROLE**

The role is full time, 37.5 hours per week, Monday to Friday during term times. Outside of term times, there are 15 days to be worked during the holidays. There is a pension scheme for all Business Support and the School complies with the provisions of pension regulations pertaining to auto-enrolment. Staff are also entitled to a two course daily lunch during term time and to refreshments throughout the school day.





## MAIN RESPONSIBILITIES

### Maintenance

- Manage the maintenance of equipment in the STEM rooms and repair of resources
- Carry out weekly material and equipment checks across all rooms and maintain a record of all equipment checks
- Construct new and modify existing apparatus
- Store all chemicals and equipment in a safe and secure manner, complying with all necessary regulations
- Maintain and monitor stock control on inventories of chemicals, consumables and relevant equipment, keep stock records, receive equipment and materials
- Obtain materials by local purchase.

### Operational

- Trial practical activities and/or prepare models of prototypes ahead of lessons
- Make up solutions, assemble apparatus and deliver equipment to rooms
- Ensure the availability of suitable materials and equipment
- Help compile orders and obtain costings for materials
- Ensure the availability of suitable materials and equipment suggesting alternatives of sustainable resources
- Carry out daily visual checks of all equipment in all rooms before being used by pupils
- Keep sinks and work tops clean; keep stock rooms and cupboards clean, tidy and in good order
- Contribute to the design, development and maintenance of specialist resources and/or planned projects
- Ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate.

### Technical

- Be proficient in the use of the full range of equipment within the Science departments
- Carry out risk assessments for technician activities in STEM rooms and laboratories
- Assist the Head of Department to ensure a healthy, safe and productive work environment through the routine maintenance and preparation of equipment, workshops and learning spaces
- Assist with facilitating the preparation of resources and providing the technical support for practical lessons to ensure that the health and safety standards are maintained and the requirements to support a high quality of teaching and learning are met
- Provide technical support to experienced and trainee teachers including Health and Safety guidance



## MAIN RESPONSIBILITIES CONT.

### Technical

- Keeping up to date with developments in practical science and Health and Safety requirements
- Carry out Health and Safety checks on STEM laboratories, prep rooms and stores.

### Teaching and Learning Assistant

- Interact with pupils in a supportive way to aid the development of their ability to think and learn
- Provide technical support to staff and pupils during lesson time as required
- Keeping up to date with schemes of work and specifications
- Prepare materials and equipment for practical lessons
- Assist staff in developing appropriate resources for teaching and learning.

### Health and Safety

- Under the direction of the Head of Departments, ensure that all Health and Safety requirements are met
- Work with colleagues and others to maintain health, safety and welfare within the working environment
- Keep up to date with Health and Safety requirements and with developments in Science on CLEAPSS
- Under the overall guidance of the Head of Biology, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard
- Ensure the healthy, safe storage and accessibility of equipment and materials
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards
- Ensuring cleanliness in the department, including maintenance of machinery and equipment in accordance with Health and Safety requirements
- Carry out weekly Health and Safety checks on all equipment and machinery and arrange for the regular safety inspections of all machinery and equipment
- Become familiar with Health and Safety issues as they apply to Science and assist the Head of Department in the production of Risk and COSHH assessments
- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health and Safety, COSHH and ESC regulations are adhered to and maintain all necessary safety signs adjacent to machinery hazards
- Help ensure that the classroom environment is a safe environment in which learning and skill development can take place.

## MAIN RESPONSIBILITIES CONT.

### General

- Contribute whole-heartedly to the organisation and running of enrichment activities and to other aspects of school life, drawing on their own interests and enthusiasms
- Uphold the School's code of conduct and its values
- Maintain good order and discipline amongst pupils and be active in implementing the School's policies on rewards and sanctions
- Attend staff meetings as required
- Undertake supervisory duties as required
- Assist teaching staff in promoting and raising the profile of STEM within and outside School
- Advise staff on practical improvements to teaching areas
- Contribute to the overall ethos/work/aims of the School
- Assist with administrative duties as directed
- Liaise with the Estates Manager if the standard of cleaning falls below an acceptable level.

### Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support difference, and ensure equal opportunities for all
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Be prepared to undertake the duties of a First Aider and Fire Marshall.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.





## PERSON SPECIFICATION

Skills and Abilities	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Ability to communicate effectively, both orally and in writing</li> <li>• High level ICT skills</li> <li>• Ability to prepare materials for the delivery of Science Subjects</li> <li>• Good time management and organisational skills</li> <li>• Skill in maintaining equipment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to create teaching resources that cover the multi disciplinary aspects of STEM</li> </ul>
Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent subject knowledge</li> <li>• (For Senior Science Technician) - significant proven experience working as a Technician in academic or industry settings</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of Year 7-9, GCSE and A level curriculum</li> </ul>
Qualifications and Professional Development	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 A*-C GCSE (or equivalent) including English and Mathematics</li> <li>• Training in the use of standard material preparation and associated equipment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Qualified in First Aid</li> </ul>
Personal Qualities and Competencies	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to the Safeguarding of our pupils</li> <li>• Willingness to undertake training as required</li> <li>• Adaptable and flexible</li> <li>• Flexibility to undertake any other responsibilities as many be reasonably required by the Head of School commensurate with this post</li> <li>• A willingness to be involved in the wider life of Clifton High School</li> <li>• Excellent organisational skills and able to show initiative</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to give effective instruction to individual and small groups of students</li> </ul>
Attitudes and Outlook	<p>Boundless energy and vision</p> <p>Ability to work under pressure and a capacity for hard work</p> <p>Ability to appreciate the needs of the whole school</p> <p>Positive and proactive approach to continuous improvement</p> <p>Ability to work as a member of a team</p>



## CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.





## Being a Clifton High Employee

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

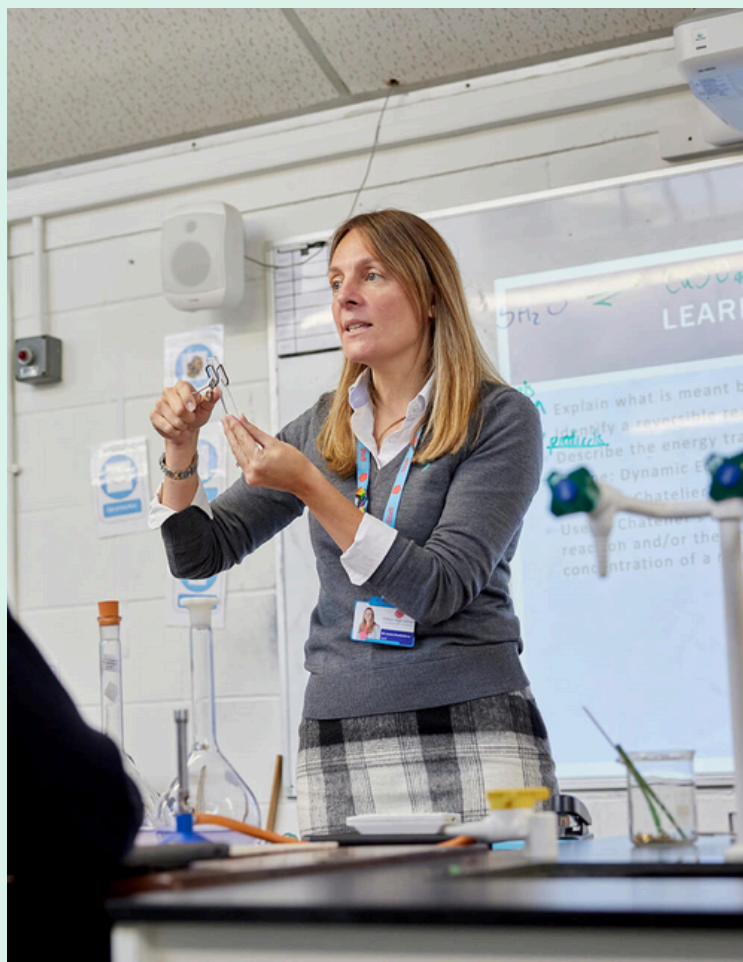
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge.

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

### What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials





## OUR VALUES



### CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



### LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



### EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



### DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



## OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



# Clifton High School

**THANK YOU FOR YOUR INTEREST IN  
WORKING AT CLIFTON HIGH**