



AVANTI HOUSE
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SCIENCE TECHNICIAN

JOB DESCRIPTION

- Reports to:** Senior Science Technician
- Salary:** Term time salary £18,623 FTE 0.8081 (Gross £23,046 – G5, P20)
- Start date:** May, 2017

Avanti House is an all-through 4-19 school which opened in 2012. It comprises a two-form entry primary school and a six-form entry secondary. When full, in around 2020, it will provide education for 1680 students; projected currently to be the largest Free School in the UK.

Currently the secondary phase has students in years 7 –11. It is anticipated that the sixth form will open with between 90 and 140 students (internal and external). Although the secondary phase is currently, temporarily located in a site in Pinner, we have secured full planning permission for a new £20 million build on Whitchurch Fields in Stanmore, Harrow. The school will move there, once built in 2018.

Avanti schools are Hindu-designated faith schools. However, the Science Technician for Avanti House School will not originate from any specific faith background; applications are welcome from practitioners of any faith and from those of none. They will, however, be expected to be in full sympathy with the unique ethos and vision of the School.

Purpose of the Post

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To undertake, duties in support of the work of the teaching staff in the science department.

To provide interventions which raise the academic achievement of the targeted pupils as individuals or in small groups.



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Main duties and responsibilities

- The preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in the Science Department.
- The precise duties would be determined by the Head Teacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

A) Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Dispose of waste materials
- Collect apparatus and chemicals from storage;
- Prepare necessary solutions;
- Checking individual components in and out for class use;
- Arrange for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Prepare experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions;
- Liaise with staff over use of equipment and stock;
- Advise staff of any problems, including safety aspects;
- Assist with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- Return apparatus, etc. and chemicals to storage as soon as practicable;
- Repair damages or arranging for this to be done;
- Construct apparatus and equipment;
- Purchase of sundries from local supermarket.

B) Routing maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintain laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Clean the sinks, chemicals on bench tops, spillages of chemicals on floor;
- Store materials tidily;
- Keep equipment clean;
- Look after animals, insects and plants kept by the department;
- Clean goggles;
- Clean safety screens, fume cupboards and other items;
- Carry out safety checks on equipment, e.g. Bunsen tubing etc.



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C) Maintaining the stocks of science chemicals and equipment, for example:

- Take stock of chemicals, consumables, stationery, books and breakable items;
- Advise Senior Technician/Head of Subject on stock replacement needs;
- Order and check deliveries.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

(Identified variously through application, interview and reference)

- Educated to GCSE – including in English, mathematics and science;
- Desirable: Level 3 or higher qualification in science and/or laboratory technical work;
- An ability to communicate effectively, both orally and in writing;
- An ability to work creatively as an individual and as part of a team;
- Experience and Excellent track record in the field of health and safety in a support role;
- Desirable: Up to date training in health and safety and an excellent track record in the field of health and safety – in particular relating to laboratory work;
- Attention to detail/ability to enter data accurately;
- Be able to communicate effectively both orally and in writing;
- Confident and competent in using computers;
- Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met;
- A “team player”;
- Ability to work unaided;
- Willing to undergo continual professional training;
- Discrete and experience of handling confidential data;
- Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment;
- Resourceful, positive, and enthusiastic with a good sense of humour;
- Desirable: Knowledge of SIMS Management Information System desirable but not essential.



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Selection Process

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have a DBS check.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is

8:00am on Tuesday 18th April 2017.

Applications can be down loaded at www.avanti.org.uk/avantihouse/

Completed applications should be signed and posted to the school FAO Ms. Justine Reilly (PA to the Principal) - secondary site, Beaulieu Drive, Pinner – address is on accompanying letter.

Alternatively the application may be emailed directly to simon.arnell@avanti.org.uk but it will be required to be signed by the shortlisted candidate on the day of interview

Applications submitted by post must reach the school by the closing date above and should be written for the attention of: Mr S Arnell – Principal

It is anticipated that shortlisted candidates will be contacted by email, no later than **Thursday 20th April at 5:00pm.**

For shortlisted candidates' interviews will take place on Week beginning **24th April 2017**. In addition to tasks and the selection panel interview, you will also be asked to deliver a presentation and to face both a student panel and lead a student council meeting.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.