

# UPPINGHAM

## Role Description

**Job Title:** Science Technician

**Reports to:** Head of Physics/Science

## General Information

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 800 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School's trading subsidiary. The School employs almost 600 staff and operates seven days a week during term-time.

The academic structure, managed by the Headmaster, is supported by bursarial 'enabling' departments responsible for buildings, grounds, finance, catering, the school-wide IT network, HR, marketing, fundraising, domestic affairs, health care, sports centre, and the School's trading subsidiary.

Uppingham School has the highest ambitions for science education. Not only have we built the very best building for teaching science in the country, but we aspire for Uppingham to be the national centre for excellence in science education in the United Kingdom.

A large number of our pupils choose to study separate sciences at IGCSE and A level, with many carrying on with their studies to higher level after leaving Uppingham with a significant number going to Oxbridge and Russell Group universities each year. At Uppingham, Science is taught as a separate subject from Year 9 onwards with many boys and girls studying A level thereafter and carrying on with their chosen science at university.

## Job Purpose

The main purpose of this role is to provide technical and administrative support within all three separate science Departments, offering support to the departmental teachers and helping to deliver a first-class education. He or she will be an integral member of the Science Department Technical Team working under the supervision of the Senior Technicians and other members of the technical team, and closely with teachers to ensure that experimental work forms a key and central part of a pupils' science education.

## The main responsibilities of the role of Science Technician

- Following safety procedures within the relevant guidance and keeping up to date, for example, using CLEAPSS advice
- Preparing, setting out and clearing away apparatus and chemicals
- Preparing experiments and demonstrations
- Washing up glassware and cleaning apparatus
- Assembling, making, and repairing equipment

# UPPINGHAM

- Servicing the laboratories and other practical areas in the department, maintaining class sets of equipment kept in each laboratory
- Stock keeping and advising team leader of impending shortfalls.
- Preparing the requirements of individual coursework projects and required practical's, with this often needing that practical work is trialled beforehand
- Helping and advising staff with their apparatus needs
- Checking inventories and maintaining records.

## Person specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

The table below includes some of the personal attributes that are considered important for the Science Technician role.

	ESSENTIAL	DESIRABLE
<b>SPECIALIST SKILLS &amp; EXPERIENCE</b>	<p>Experience of working in a science laboratory.</p> <p>Some expertise of working in a Science-based environment.</p> <p>A good level of manual dexterity.</p> <p>IT literate and familiarity with Microsoft Office – Word, Excel, Outlook, as well as assist with any data-logging requirements.</p> <p>Demonstrate knowledge of safe working practices in a laboratory.</p>	<p>Qualifications relating to Science.</p> <p>Experience dealing with accounts and invoices.</p>
<b>PERSONAL QUALITIES</b>	<p>Excellent organisational and administrative skills.</p> <p>Demonstrate good communication skills.</p> <p>Excellent team working skills.</p> <p>Demonstrate the ability to solve problems Ability to problem solve.</p> <p>A flexible, and adaptable approach to work</p> <p>Willingness to learn and develop.</p>	<p>Resilience in a busy working environment.</p> <p>An approachable and friendly manner.</p>

# UPPINGHAM

	<p>Ability to deal efficiently with multiple tasks, prioritise them, delegate appropriately and communicate clearly.</p> <p>Ability to respond to teaching and pupil technical needs to ensure that all the teaching requirements are met.</p>	
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## Working hours

The hours required per day within the working week are as follows, with 1 hour break for lunch.

The total working hours will be 44 hours per week, organised as below:

Monday	0800 - 1800	9 hours
Tuesday	0800 - 1600	7 hours
Wednesday	0800 - 1800	9 hours
Thursday	0800 - 1700	8 hours
Friday	0800 - 1600	7 hours
Saturday	0800 - 1200	4 hours

NB: These are hours are reduced to 35 hours per week during the four holiday weeks.

There may need to be some flexibility on working hours depending on the yearly requirements of the teaching timetable.

Working hours are within term time plus 4 weeks working within the school holidays (2 weeks over the summer holidays, 1 week at Christmas and 1 week at Easter).

<b>Salary</b>	£22,745.18 per annum. This is paid in equal instalments over 12 calendar months. Salaries are generally reviewed annually on 1st September.
<b>Probation period</b>	Six calendar months.
<b>Pension scheme</b>	Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum
<b>Benefits</b>	<p>50% contribution to premiums for School's private health scheme</p> <p>Free membership of dual-use Sports Centre (£25 annual joining fee)</p> <p>Free staff lunches in term-time</p> <p>School fee discount for children of staff (, subject to change at any time)</p> <p>Retail, gym, supermarket, cinema and restaurant discounts</p> <p>Cycle to work scheme</p> <p>Employee Assistance Programme which provides a range of support including counselling and legal advice.</p> <p>Occupational Health Services to support staff who have health/medical issues</p> <p>Free annual 'flu jabs</p> <p>Recognised as a "Disability Confident" employer</p> <p>Recognised as a "Mindful" employer</p> <p>Uppingham is a forward-thinking employer that values all staff and the contribution they make. We are forever reviewing our benefits in order to recognise and reward staff appropriately.</p>

# UPPINGHAM

## **Safeguarding and Child Protection**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding (child protection) Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead (DSL) or to the Headmaster.

## **Applications**

Applicants should complete the School's application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk), 01572 822216.

The HR Department  
Uppingham School  
High Street West  
Uppingham  
Rutland  
LE15 9QD

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.