



Job Title: Senior Science Technician

Responsible to: Senior Leadership Team

Key internal contacts: Pupils and all school staff

Key external contact: Key external relationships and parents

ABOUT THE SCHOOL

Akeley Wood School is a warm, vibrant and welcoming community set across three beautiful rural campuses near Buckingham. We are proud of our strong relationships, inclusive ethos and commitment to delivering exceptional experiences for every pupil and family who walks through our doors.

We are seeking an organised, personable and proactive Admissions Assistant to join our busy Marketing & Admissions team. This is a key front-facing role, supporting families from first enquiry through to joining the school, and ensuring every parent receives a professional, personalised and memorable experience.

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

We require an experience Science Technician to provide technical support to the science teachers, contributing to the pupils' learning experience by assisting with the preparation of materials and apparatus for practical work.

To adhere to all legislation in relation to Health and Safety.

KEY TASK AREAS & RESPONSIBILITIES

- To resource, prepare and recover scientific apparatus and equipment from demonstrations and class practical work and all assessed practical work in accordance with specifications.

Proudly part of



OFG
Education



- To organise, in conjunction with other staff, the maintenance of equipment and facilities across the three sciences ensuring equipment is good working order, either by repairing it or arranging a specialist repair and undertaking periodic safety checks of equipment in the laboratory.
- To organise safe storage and cataloguing/database of chemicals, equipment and stock within the science departments.
- To prepare and maintain stock solutions, including those made from concentrated acids, alkalis and other potentially hazardous chemicals, safely and appropriately.
- To support the teaching staff in preparing teaching resources, DVD's, games, activities etc..
- To offer technical support within a practical lesson where necessary.
- To help research subject topics where needed e.g. practical's for new areas of work.
- To liaise with other Technicians and members of the Science Faculty, where appropriate, in the sharing of equipment and facilities for use in delivering science lessons.
- To support the Head of Faculty with the smooth running of the Science Department, as required.
- To check the fulfilment of all orders on delivery.
- To be aware of, and up to date with, the latest Health and Safety advice and information for Scheme in Education as detailed by organisations such as CLEAPSS, ASE etc... (Including concentrated acids, alkalis, hazardous chemicals and other hazardous substances, including microbial cultures, dissection and animal waste, in line with current regulations.
- To help teachers make appropriate Risk Assessment sheets and keep them available for key lessons.
- To maintain displays and posters in coordination with the Head of Department.

HEALTH & SAFETY

Particular H&S issues for this post are:

- To deal with biohazards, spillages, broken glass, concentrated acids and alkalis, glass bending etc...
- To be vigilant at all times when pupils are present.
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials.

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person





- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:

· Signed:

· Name (print):

· Date:

