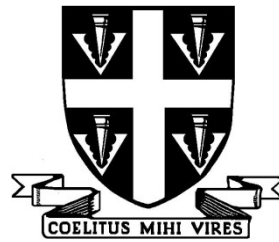


RANELAGH SCHOOL



SCIENCE TECHNICIAN (BIOLOGY)



Dear Colleague

Thank you for your interest in the post of Science Technician at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Ranelagh is an 11-18 coeducational, Anglican Academy based in the centre of Bracknell, a short walk from the railway station and with good road links. The school is always oversubscribed and currently has over 1100 students on roll, including 196 in the sixth form.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people and staff can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. I look forward to reading your applications.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Griffiths', with a large, stylized loop at the end.

Mr Timothy Griffiths
Headteacher

JOB DESCRIPTION

Job title	Science Technician (Biology)
Hours	30 hours per week (term time only including INSET): 6 hours per day + 0.5hr break
Salary	BG-I SCP 6 - Actual annual salary £18,572 (TTO + Insets)
Contract	Permanent
Pension	Eligible for the Local Government Pension Scheme
Accountable to	Headteacher and line managed by the Biology Subject Leader
KEY FUNCTIONS OF THE ROLE	
General Responsibilities	1. To help implement the aims of the school 2. To attend meetings for non-teaching staff as and when required, plus in service training as appropriate. 3. To encourage a stimulating, secure and safe, orderly and attractive environment. 4. To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Equality Act 2010, to support students with special educational needs without discrimination. 5. To ensure the implementation of school and departmental policies. 6. To maintain practices which lead to the highest possible standards.
Specific Responsibilities	1. The maintenance, preparation and cleaning of laboratory equipment. 2. The preparation and provision of equipment and materials for lessons as directed by teaching staff. 3. Running trials of experiments prior to classes. 4. Giving technical and health & safety advice to support the work of teachers in classes. 5. The organisation and maintenance of efficient storage systems for equipment and materials. 6. The preparation of laboratory solutions. 7. Stock control including preparing lists of replacement apparatus and placing orders or making purchases as required. 8. Ensuring that all health and safety procedures are understood and followed correctly. 9. Liaise with Subject Leader for Biology and Curriculum Leader for Science 10. To undertake such other duties as may reasonably be determined by the Headteacher.

The Biology preparation area contains the chemicals and apparatus required for Year 7-13 Biology lessons.

Training will be given as required to fulfil the specific responsibilities of the role.

ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To ensure that all safeguarding procedures are understood and implemented
- 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 6 Actively to maintain order and discipline in the school as well as to reward good conduct
- 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 8 To attend in service training sessions as appropriate and work with advisory staff
- 9 To liaise with parents and governors as appropriate
- 10 To encourage a stimulating, secure, safe and attractive environment
- 11 Actively to support the school in a public forum.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	• Passes in Science A Level subjects with a good knowledge background in Biology	• Degree in technical or engineering subjects
Knowledge and understanding	• Good understanding of school level Science including the Biology curriculum • Knowledge of how to make up chemicals to correct concentration	• First Aid trained or willingness to undertake training • Previous experience working as a science technician • Knowledge of CLEAPSS working practices
Experience	• Experience working with young people and adults as part of a team • Experience in the logging and upkeep of technical stock and apparatus	• Experience of working within a school environment • Experience of using Word and Excel programs

Skills and attributes	• Excellent communication and organisational skills • Ability to work as a part of an effective team alongside young people and adults • Ability to think ahead and work independently on own initiative	• Good ICT skills • Awareness of policies and procedures relating to inclusion, child protection, health and safety and security, confidentiality and data protection
Strategic Development	• Evidence of continuing professional development and a willingness to contribute to the strategic goals identified in the Science department development plan • Willingness and desire to identify own training needs and to engage in further training • Commitment to upholding the schools aims, procedures and policies	
Teaching and Learning	• Willingness to assist staff and students in practical classes, including assembling apparatus and providing technical advice as required • Willingness to cover for absent colleagues as required	
Motivation and personality	• Flexible and adaptable approach to working • Willingness to learn “on the job”, being open to learning new information.	
Other	• CRB Clearance (The successful applicant will be CRB checked through school)	

ETHOS AND AIMS OF RANELAGH SCHOOL

Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with that Church at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

Aims

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a life long process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

HOW TO APPLY

Please complete the online application form available via the school website:

www.ranelagh.bonitas.org.uk

Please note that CVs cannot be accepted.

No agencies please.