

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Science Assistant

Closing date for application is:

Midday, Wednesday 25 May 2022

Job Description

The Science Assistant works across our large and dynamic Science Departments to support the teaching of Science within the School. They will work alongside our team of Science Technicians to offer support to the teachers of the Sciences and will have the opportunity to gain experience within the classroom.

Key responsibilities:

1. To support the teaching of Science:

- 1.1. to prepare materials, resources and equipment for daily use in the Science Departments
- 1.2. to support teachers in the classroom e.g. during demonstrations and/or helping with practical skills
- 1.3. to help maintain equipment, laboratories and prep rooms and to arrange repairs
- 1.4. to ensure the learning environment is safe and that first aid boxes are replenished as necessary
- 1.5. to advise staff on the state of materials and other stock levels, and to order equipment
- 1.6. to keep accurate records of all new rules and regulations, including the updating of Hazard Cards, Chemical Safety Data sheets, Student Safety Sheets and Recipe Cards
- 1.7. to assist the Heads of Science in the management of departmental budgets
- 1.8. to conduct subject specific monthly, termly and yearly safety checks
- 1.9. to issue and track text books and other subscriptions
- 1.10. to maintain a stock of stationery within each laboratory and prep room
- 1.11. to prepare items for display boards and open days, including taking photographs of activities within Science
- 1.12. to attend and support Open and Taster Days
- 1.13. in conjunction with the Teachers of Science, to trial and adapt new practicals and equipment to ensure they work before being used in the classroom
- 1.14. to act as an Emergency First Aider for the Department
- 1.15. to act as an Invigilator during internal and external examination periods, as directed by the Examinations Manager

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

This role would suit a Science graduate wishing to gain experience within education or considering a career in teaching. Candidates should have a clear understanding of, and a commitment to the aims of a Catholic independent school.

	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> Degree (or equivalent qualification), and/or training in a Science or Science related subject 	<ul style="list-style-type: none"> First Aid training or willingness to undertake a First Aid qualification
Experience		<ul style="list-style-type: none"> Experience of independent and/or boarding education and/or Catholic education
Skills and Aptitudes	<ul style="list-style-type: none"> Excellent written and verbal communication Excellent IT, administrative and organisational skills Ability to plan effectively and to meet deadlines 	
Disposition and personal qualities	<ul style="list-style-type: none"> Initiative, drive and enthusiasm to develop their practice to best support learning Understanding of the importance of promoting and safeguarding the welfare of children Integrity and ability to give clear and consistent witness to values of care, trust and respect Highly motivated, proactive and keen to learn Ability to relate effectively to students Ability to adjust to change and development 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range for this role is £16,635-£18,807pa (NHC20-24) at September 2021 rates (fte £21,257pa-£24,032pa).

Hours

Your hours of work will be 8.00am-4.30pm, Monday to Friday, for 36 weeks each year (including School term time). You are permitted an unpaid meal break of 30-minutes each day. These weeks shall include published INSET (staff training) days, which all staff are required to attend. You may also be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Bursaries

Means-tested bursaries up to 100% of Preparatory and Senior Divisions' School fees are available for support staff.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Lunch in Term Time

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays



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