

# PORT·REGIS

## STEAM Technician

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to recruit a STEAM (Science, Technology, Engineering, Arts and Mathematics) Technician to support our STEAM Departments by carrying out the following core responsibilities:

- Prepare experimental apparatus.
- The maintenance, repair, cleanliness, storage, and safety of equipment within the STEAM departments.
- Support the organisation of the stores and inventory, and order materials, in collaboration with the Bursary.
- Meet curriculum needs in terms of preparing for and completing practicals and safe working practices across the STEAM departments.
- Prepare and monitor risk assessments and COSHH documentation and ensure they are in line with CLEAPSS.
- Prepare and assist with STEAM events.
- Work within the guidelines of each departmental policy.
- Have, or obtain, safety certification in workshop and laboratory environments.

This is an exciting opportunity to join our talented team. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

### Remuneration and Benefits

The successful candidates can expect:

- Competitive salary, pension and holiday benefits.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services.
- To join a delightful team and exceptional working environment.

Accommodation on site can also be provided if desired. Please contact the Director of HR ([hr@portregis.com](mailto:hr@portregis.com)) for further details.

## **Hours of Work**

08.00-16.00 Monday to Friday.

## **Start Date**

15 April 2024.

## **Job Description**

Reports to: Head of STEAM

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

### **Key responsibilities:**

- Prepare experimental apparatus.
- The maintenance, repair, cleanliness, storage, and safety of equipment within the STEAM departments.
- Support the organisation of the stores and inventory, and order materials, in collaboration with the Bursary.
- Meet curriculum needs in terms of preparing for and completing practicals and safe working practices across the STEAM departments.
- Prepare and monitor risk assessments and COSHH documentation and ensure they are in line with CLEAPSS.
- Prepare and assist with STEAM events.
- Work within the guidelines of each departmental policy.
- Have, or obtain, safety certification in workshop and laboratory environments.

### **Core duties:**

Assist STEAM teaching staff on a day to day basis as follows.

### **Science**

- Preparing solutions/chemicals and disposing of waste materials safely.
- Setting up equipment for demonstrations or pupil use.
- Removing damaged equipment and organising appropriate repair or disposal.
- Preparing biological materials including agar plates and algal balls.
- Washing glassware and other equipment and recirculating.
- Ensuring that routine and non-routine cleaning of laboratories is carried out to the required standard including cleaning sinks.

### **General**

- Ensuring adequate supplies of reagents, soap dispensers, towel rolls, plastic gloves, tissues, first aid resources and eye wash in the labs, workshops, and Art/Ceramics classrooms.
- Delivering equipment to rooms as requested and ensuring safe removal.
- Returning and checking equipment and storing it in its normal location.
- Assisting with practical activities.

### **Equipment and Maintenance:**

- Responsibilities for supporting health and safety including (but not limited to) storage of equipment, electrical testing, chemical storage, maintenance of labs, workshops and Art/Ceramics classrooms.
- Liaising with the school housekeeping team, estate staff, Pat testing team as directed by STEAM Heads of Department.

- Ordering resources, materials, chemicals and other equipment as agreed with STEAM Heads of Department and the Bursary. This will also include obtaining materials by local purchase (e.g. heart and lungs for biology).
- Maintaining a stock list of chemicals and performing an inspection of stored substances. Date and label (including hazard labels) and correctly store all incoming reagents and materials in labs, workshops and classrooms.
- Repairing and modifying equipment as required and, in collaboration with the STEAM Heads of Department and Health and Safety Coordinator, organising the external repair of equipment when needed (to include obtaining estimates to ensure that repair is economically viable) and servicing.
- Assisting with safety checks to electrical equipment (e.g. autoclave) electrical equipment and chemicals, which may deteriorate.

#### **Other General Duties:**

- Providing technical assistance to teachers, where necessary.
- Keeping up to date with health and safety guidance and advising teaching staff as required.
- Working with teaching staff when designing and planning new practical activities and giving guidance when producing risk assessments for new activities.
- Completing weekly, monthly and end-of-year laboratory, prep room, and workshop equipment and sundries checks and documenting in line with health and safety requirements.
- Undertake professional development as required.

#### **Whole School Duties:**

- Safeguarding and compliance with our Child Protection & Safeguarding Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Assist the Communications and Development team to promote the School.
- Undertake any other duties as may reasonably be required by the Head of STEAM or Headmaster.

#### **Person Specification**

##### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- The ability to competently operate workshop machinery and ensure compliance with health and safety regulations within a school STEAM environment
- Excellent communicator (verbal and written) and ability to develop strong links with colleagues, children and parents
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure

##### *Desired*

- Workshop and machine maintenance experience
- Proven experience in a similar role

#### **Application Procedure**

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR,

Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 11 March 2024**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

### **Diversity and Inclusion**

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster

Note: 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 Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, 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 or to the Headmaster.