

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

## **PHYSICS TECHNICIAN**

# Contents

<b>Headmaster's Welcome</b>	3
<b>Welcome to Shrewsbury School</b>	4
<b>Physics Technician Advert</b>	5
<b>Job Description</b>	6
<b>Person Specification</b>	9
<b>Our Ethos</b>	11
<b>Academic Life at Shrewsbury</b>	12
<b>Support Staff at Shrewsbury</b>	13
<b>Pastoral Life at Shrewsbury</b>	14
<b>International Links</b>	15
<b>The Application Process</b>	16
<b>Benefits and Contractual Terms</b>	17
<b>Recruitment Guidance Notes</b>	19

## Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.





# Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £26m and a staff of 500. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. The refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completed December 2023. Refurbishment of School House commenced in Summer 2024.

# PHYSICS TECHNICIAN

***Permanent, 37.5 hours per week, term time plus school holidays***

***Salary range £23,500 to £29,777pa (subject to pay review) dependent upon qualifications and experience.***

We wish to appoint an experienced Technician to provide practical support to a highly successful Physics Faculty.

The successful applicant will assist in the smooth running of the Faculty, providing equipment and materials for practical lessons, general housekeeping within the classrooms and pro-actively working as part of a small Physics team. You will have a good understanding of Health & Safety as you will be expected to provide a clean, safe working environment. Previous experience of working in a similar environment is highly desirable.

Ideally you will have previous experience working in a similar role, be able to work accurately under pressure and be able to prepare materials from written instruction.

We offer generous benefits including pension, life insurance, school lunch when the kitchens are operational, free car parking, free use of school facilities when not in use by pupils (library, swimming pool, gym, tennis courts, squash courts) and access to a cycle to work scheme.

For a full recruitment pack and application form, please visit [www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies) alternatively, email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or call the HR department on 01743 280834.

**The closing date for completed application forms is 12pm, Monday 28 October 2024.**

**Interviews will be held at the school on Monday 11 November 2024.**

*Please submit your application at the earliest opportunity, we reserve the right to appoint before the closing date.*

*Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates will undergo thorough child protection screening including checks with the Disclosure & Barring Service.*

# Job Description

## MAIN PURPOSE OF ROLE

The Technician's primary duty is to provide equipment and materials for practical lessons as requested by the teaching staff. Detailed information is usually available in schemes of work or teachers will provide lists of their requirements. Almost half the lessons involve AS and A2 students in the Sixth Form.

## DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:*

### Main Responsibilities

- To liaise with teaching staff to discuss timetables, equipment requirements and work plans.
- To set up equipment and rooms for lessons and practical laboratory work.
- To maintain and organise the safe and efficient storage of equipment and materials.
- To run trials of experiments prior to lessons.
- To ensure that solutions and equipment are accurately made up in accordance with relevant instruction.
- To ensure that the classroom is clean and tidy (i.e. clearing up) after practical lessons and maintaining stocks in classrooms.
- To carry out general housekeeping tasks such as thorough cleaning of laboratories each holiday and testing portable electrical equipment.
- To ensure that the department is free from potentially hazardous, and to ensure that all health & Safety procedures are understood and followed

correctly at all times.

- To provide general assistant to teaching staff as required.
- To prepare, update and organise information for teaching staff and pupils on the safe and efficient use of equipment.
- To assist with the reprographics of assessments.

### **General Responsibilities**

- It is an essential requirement that the Technician is fully conversant with relevant the Health & Safety at Work Act 1974. Various books and documents are available for reference.
- To contribute proactively to the overall performance of the Faculty and assisting in continuous improvements as instructed.
- To carry out and participate in Shrewsbury School's appraisal and development procedures and liaise with the Head of Physics and Head of Science in regard to training requirements.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

### **Suitability to work with children**

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.

- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

## CONTACTS:

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.





## Person Specification

It is anticipated that the successful candidate will demonstrate the following:

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Good standard of general education	✓	
• A degree in Science and/or Physics/Engineering would be a distinct advantage		✓
• Evidence of continued personal professional development		✓
• First Aid qualification		✓
<b>Work Experience:</b>		
• Previous experience of working in a Technician or similar role would be an advantage		✓
• Previous experience of working in an educational environment would be an advantage		✓
• Previous experience of working in a Science environment is highly desirable		✓
• Able to prepare materials from written instructions	✓	
• Experience of repairing electronic equipment		✓
• Prepared to have a hands on and proactive approach	✓	
• Excellent office management experience	✓	
• An appreciation and understanding of Health and Safety good practice and safety legislation, together with the ability to identify potentially dangerous hazards.	✓	

Essential      Desirable

**Specialist knowledge**

- Good level of IT literacy, with working knowledge of Microsoft applications ✓
- All around knowledge of the Health & Safety at Work Act 1974 ✓

**Personal attributes:**

- Able to relate to young people and ability to gain co-operation, trust and respect from pupils and colleagues ✓
- Good time management skills ✓
- Ability to self-organise, set and meet deadlines while working under pressure with minimal supervision and on your own initiative ✓
- Must have a can-do attitude and commitment to continuous improvements ✓
- Capable of working under pressure and producing a consistently high standard of work ✓
- Ability to work as part of an established team, working and supporting colleagues ✓
- Well organised, task orientated and able to co-ordinate a range of activities ✓
- Must be prepared to clean classrooms and other areas/equipment in the Faculty ✓

**Other/Special Working conditions:**

- Some out of hours and weekend work may be required. Therefore, the successful applicant must be willing to work additional hours to suit the need of the department and School ✓

## Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

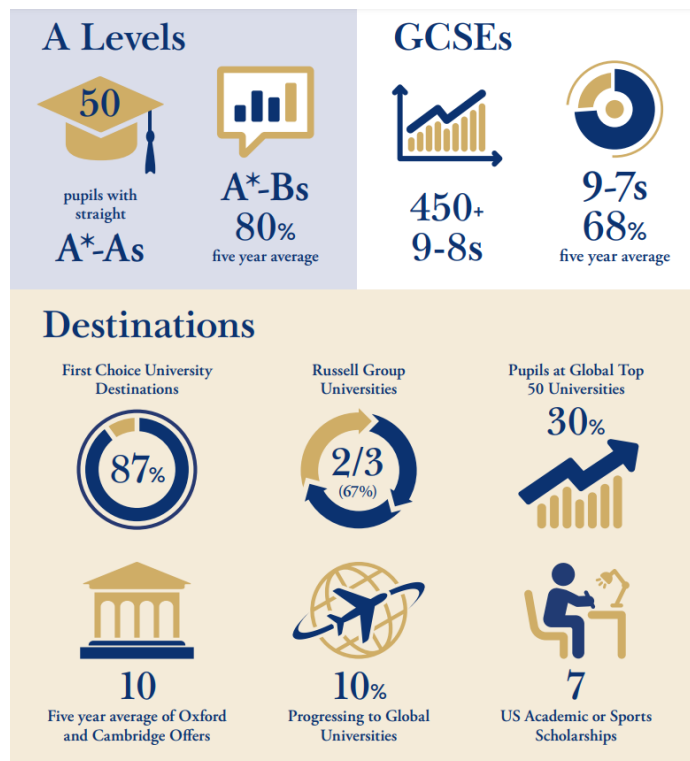
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



## Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, between 5 and 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A\*, A or B grade. But there is as much joy for pupils who surpass their expectations as there is for the pupil whose progress to top grades always seemed more certain. Our recent results and destinations are summarised below.



## Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.





## Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



## International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.





## The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [\*\*recruitment@shrewsbury.org.uk\*\*](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

- **Closing date for applications is 12pm, Monday 28 October 2024**
- **Interviews will be held at the School on Monday 11 November 2024**

Short-listed candidates will then be invited to interview.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 19.*



# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

The salary range is £23,500 to £29,777pa dependent upon qualifications and experience.

### **Hours**

This is a full time position working 37.5 hours per week, working term time plus holidays. Days and hours to be discussed at interview stage, please note that the Physics faculty operates from Monday to Saturday during term time.

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed and expected to meet the demands of the School.

### **Holiday pay**

The holiday year runs from 1 September to 31 August and a full year's entitlement is 5.6 weeks per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year as employment will commence part way through the year.

### **Pension**

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

### **Life Insurance**

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

## **Non-contractual Staff Benefits**

### **Training & Development**

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

### **Provision of Meals**

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Sports Facilities**

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

### **Discount Gym membership**

There is a discounted gym membership that staff can access at a local club.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

### **Counselling**

Staff can access free counselling sessions through the School Counsellors.



# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note:** CVs are not accepted.

Your letter and form should be sent as a pdf to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

Current passport or biometric residence permit

Current driving licence

Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

## **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

## **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

## **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

## **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

*Registered charity number: 528413*

