



Parkside
Academy



Lab Technician

Start Date: October 2024

**Educational
Excellence**

Welcome from the Headteacher

Parkside is an excellent school which prides itself on being consistently one of the most successful schools within County Durham. Our students are at the heart of everything that we do. All staff are dedicated to delivering an exceptional quality of education for each individual student. There is a calm and purposeful atmosphere in the school exemplifying our ethos of aspiration, hard work and achievement. This is achieved through students being valued, understood and celebrated.

In order for all students to be successful they must feel safe and cared for. To achieve this, we operate a culture of high expectations and standards for all students. We instil traditional values of personal organisation and respect for all members of the Academy and within the wider community. We pride ourselves on securing educational excellence for all students in our care. Our students are smart, polite, reliable and enthusiastic and leave us as successful, high achieving young people.

We hope you will join us in working towards our aim of developing this excellent school into an exceptional school.

Mrs K Armstrong
Headteacher

The Science Department

We are seeking an inspiring and enthusiastic, Science Technician who will contribute to the development of a strong and forward-looking team. Our Science team consists of a team of highly motivated practitioners with a range of science specialities. The department follows the Edexcel Combined Science specification at GCSE. We offer a selected group a single science option at KS4 in addition to Combined Science.

The Science department deliver a curriculum which aims to engage students' interests at every level by providing relevant, progressive and inspiring academic content as well as enrichment and practical opportunities allowing students to undertake scientific enquiry and learn about the scientific processes in a variety of real-life contexts.

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive learning environment, encouraging intellectual curiosity and critical thinking.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Lab Technician
CONTRACT TYPE	Permanent, Term Time Only
ACCOUNTABLE TO	Subject Leader / Senior Leadership Team
GRADE	Grade 5 SCP 7-12. £21,023.65 - £22,864.33
HOURS	37 hours per week.
REQUIRED	September 2024

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

SPECIFIC RESPONSIBILITIES OF THIS POST

RESPONSIBILITIES FOR LAB TECHNICIANS

All Lab Technicians will:

- Provide a professional, efficient & effective range of scientific skills and activities across the school and wider Trust, in accordance with agreed Trust policies and procedures, to ensure delivery of a first-class service.
- Assist the planning, implementing and evaluating learning activities in conjunction with the class teacher.
- Work in conjunction with the class teacher to support whole class activities, as well as working on your own with individuals, or groups of, students.
- Prepare classrooms for teaching sessions, ensuring all learning materials are available for the set lesson also to work with the class teacher to ensure the smooth delivery of the lesson.
- Make up solutions.
- Assemble apparatus.
- Deliver equipment to rooms.
- Collect, check and return equipment to stores.
- Take care of laboratory equipment and apparatus.
- Be responsible for the arrangement of maintenance and repair of resources.
- Construct and modify apparatus.
- General laboratory cleaning (bench surfaces, fixed equipment etc.)
- Clean laboratory sinks, emptying / supervising the emptying of sink traps.
- Be responsible for the organisation and storage of chemicals and equipment.
- Responsible for the stocktake of chemicals and/or equipment.
- Care for plants and/or animals.
- Be responsible for health & safety checks on laboratories, prep rooms and stores.
- Supervise students in class during absence of their class teacher (short term) in accordance with school policy.
- Be responsible for safety checks, which may include electrical equipment, fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Be responsible for orders; checking deliveries and invoices.
- Trial practical activities.
- Be responsible for risk assessments for technician activities.
- Assist in practical classes.
- Carry out demonstrations for both teachers and students.
- Keep up to date with developments in practical science and health & safety requirements, (by attending courses and reading publications)

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
Qualifications and Experience	NVQ Level 2 or equivalent in a relevant subject	*	
	NVQ LATA Level 3 science-based degree or equivalent qualification.		*
	Experience of work in a school laboratory		*
Knowledge, Skills and Abilities	Ability to demonstrate scientific experiments/ techniques to students of all ages and abilities.	*	
	Ability to demonstrate high standards student support	*	
	Good ICT skills.	*	
	Up-to-date knowledge in scientific developments.	*	
	Attention to detail.	*	
	Numerical skills.	*	
	Knowledge and compliance with policies and procedures relevant to child protection and health and safety	*	
	Organisational skills and ability to meet deadlines.	*	
	Ability to work on your own initiative and as a member of a team.	*	
	Ability to prepare briefing papers for teaching staff.		*
	Good communication skills both written and verbal.	*	
	Actively and reasonably keep up to date with developments in fields associated with this post.		
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	Personal presence and impact	*	
	Ability to work as a team member to achieve common goals.	*	
	Positive attitude and enthusiastic approach.	*	
	Initiative, energy and perseverance.	*	
	Promote a positive image of the Academy to students, parents/ carers and visitors.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 30th September 2024 addressed to:**

**Mrs K. Armstrong
Parkside Academy
Hall Lane
Willington
Crook
County Durham
DL15 396**

or by e-mail to the School Reception, admin@parkside.org.uk or contact@parkside.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.