

**Application Pack -**

**Science Laboratory Technician**

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

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| **Appointment Type** | Permanent |
| **Start Date** | As soon as possible  |
| **Hours** | 30 hours per week Monday to Friday Term Time Only |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scaleGrade 4£23364 - £25001 pro rataActual salary £14,978- £16,091 |
| **Closing Date** | Monday 18th November 2024 12pm |
| **Interview Date** | TBC |

**Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment.  This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.**

Application forms can be accessed from www.sandbachhigh.co.uk

**Job Title- Science Laboratory Technician**

**BASIC JOB PURPOSE** To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation and provision of equipment, apparatus and chemicals to enable pupils to carry out laboratory and workshop practical work and experiments.

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|  | **MAIN RESPONSIBILITIES** |
| **1** | Check and provide in the laboratories, science apparatus, materials and chemical solutions, and set up equipment, including special operations, to ensure their availability in support of laboratory teaching activities, experiments, demonstrations and project coursework, and as part of GCSE and A-level practical and examination work. |
| **2** | Undertake inspection, operation, cleaning and minor repairs maintenance of laboratory equipment.  |
| **3** | Identify faults on equipment and apparatus, replace serviceable items and/or liaise with contractors and suppliers to minimise disruption to teaching programmes. |
| **4** | Set out and clear away materials and equipment, and assist in the production of resource materials and teaching aids such as worksheets. |
| **5** | Provide practical support and guidance for school staff in the use of laboratory techniques, practices and processes and recommend solutions to technical problems encountered |
| **6** | Engage in individual or small group or activities delegated by teaching staff and support the delivery of learning activities and work programmes in workshop and science classes.  |
| **7** | Maintain stock recording systems and provide guidance and recommendation for the identification, specification and purchase of materials and equipment.  |
| **8** | Maintain laboratories, chemical stores (including security and accident/hazard spotting), and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.  |
| Notwithstanding the detail in this job description, in accordance with the School's/Council’s Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.  |

**Person Specification Science Laboratory Technician**

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|  |  | **Essential**  |  | **Desirable**  | **How** **identified**  |
| **Qualifications and Training**  | • •  | * GCSE at Grade C/5 or equivalent in Maths and English
 |   | * A working knowledge of developments in practical science.
 | Application  |
| **Skills and Knowledge**  | • * •

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•  | * Understanding of Health & Safety legislation (including COSHH)
* Proven ability to manage, develop and motivate a team.
* Good knowledge of Microsoft packages, Word, Excel spreadsheets, and Outlook.
* Excellent communication skills.
 |  |  | Application References Interview  |
| **Personal** **Qualities**  | • • • • •  | * To be able to work as part of a team and build positive relationships with the whole school community and external providers.
* An ability to take initiative and seek advice where appropriate.
* Energy and enthusiasm.
* Commitment to safeguarding and promoting the welfare of children and young people.
* A commitment to continue own personal development.
 |  |  | References Interview  |

## All staff at Sandbach High School and Sixth Form College are expected:

* To adhere to the school’s corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
* To set a personal example that contributes to the positive ethos of the school
* To be committed to the life of the school and to support its distinctive mission and ethos
* To behave at all times in accordance with the school’s values
* To agree annual performance targets with their Line Manager
* To promote the school favourably in the community
* To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
* To participate in training and other professional development learning activities as required.
* To promote equal opportunities and celebrate diversity in all aspects of the school.
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
* To adhere to the school’s Staff Code of Conduct and the Dress Presentation Code.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance ‘Keeping Children Safe in Education’ and the school’s Safeguarding/Child Protection policies.
* To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Safeguarding**

* Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

**Health & Safety**

* The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies & Procedures**

* The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

For further information or to arrange a tour of the school, please contact Mrs Helen Hulse, School Business Manager on 01270 765031 or email recruitment@sandbachhigh.co.uk

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to recruitment@sandbachhigh.co.uk

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