

**Application Pack -**

**Senior Laboratory Science 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** | 1st September 2024 |
| **Hours** | Monday to Friday  Term Time Only  Part Time/Full Time – to be discussed at interview |
| **Salary Scale** | Sandbach High School and Sixth Form College pay scale  Grade 6  £26421.94 - £29245.79 pro rata  Salary will be dependant on hours |
| **Closing Date** | Thursday 11th July 2024 |
| **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- Senior Laboratory Science Technician**

**BASIC JOB PURPOSE**

To be responsible to the head of science in coordinating the use of, and development of, practical resources and facilities including the provision of guidance and support in meeting the practical requirements of the science curriculum.

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|  | **MAIN RESPONSIBILITIES** |
| **1** | Manage the science technician team and ensure it is resourced, organised and developed, in consultation with the Head of Science, to meet the performance standards required by the department. |
| **2** | Oversee the maintenance of laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met. Report where necessary problems to Site Manager and Head of Science. |
| **3** | Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of labels on chemical products and electrical apparatus including hazardous substances, taking account of safety procedures, CLEAPSS and COSHH regulations to ensure safety of the pupils and staff. |
| **4** | Carry out risk assessments for technician activities. |
| **5** | Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes, recommend solutions to technical problems encountered. Prepare resources and assemble apparatus. |
| **6** | Take a lead role in the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum. |
| **7** | Set up monitoring systems used in the management and control of practical resources including stock control and financial records. |
| **8** | Take the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards. |
| **9** | Promote the observance of a safe and healthy working environment and provide advice on health and safety issues to technical staff, teachers and students. |
| **10** | Advise on the development of systems and procedures so that the work of the Science Faculty may be carried out to best effect. |
| 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**

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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. |  | * NVQ 3 or equivalent on the job training and prior experience as lab technician in a school environment | Application |
| **Skills and Knowledge** | •   * •   •   * • •   • | * Project management skills * Understanding of Health & Safety legislation (including COSHH) * Fully conversant with compliance and maintaining accurate records e.g. Risk Assessments * Understanding of how to manage budgets effectively. * Proven ability to manage, develop and motivate a team. * Good knowledge of Microsoft packages, Word, Excel spreadsheets, and Outlook. * Excellent communication skills. |  | * Experience of management in a similar environment. | 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](mailto:recruitment@sandbachhigh.co.uk)

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| **Closing Date** | Thursday 11th July |
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