



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

30th June 2020

Dear Applicant,

Re: **Laboratory Technician**

Thank you for your interest in the above post. The Governors are seeking to appoint a Laboratory Technician for September 2020.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Monday 13th July 2020.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by

National College for
Teaching & Leadership





The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488 Fax: 0115 9744489

Email: recruitment@emet.academy.

Secondary roll: 1700 including 398 in the sixth form

Part of the East Midlands Education Trust



Laboratory Technician

For September 2020

37 hours per week – Term Time Plus Two Weeks

Scale 3 Points 6 to 8

£19,171 - £19,945 pro-rata; actual salary will be £16,973 - £17,658

The West Bridgford School requires a Laboratory Technician to become part of a team, working in a large and supportive Science Department. Technicians are required to provide practical support within all Sciences, with the main emphasis of this post being Physics.

The successful applicant will have a scientific background, experience and flexibility, and basic ICT skills (spreadsheets and word processing).

Experience of a school environment is not essential but flexibility and personality will be key factors in the appointment.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.academy. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon, Monday 13th July 2020



JOB DESCRIPTION

Laboratory Technician

Grade:	Scale 3 Points 6 - 8
Salary:	£19,171 - £19,945 pro-rata (actual salary will be £16,973 - £17,658)
Responsible to:	Curriculum Leader – Science
Hours of work:	8am to 4pm (Monday to Thursday) and 8am to 3:30pm (Friday), 37 hours per week; term-time plus ten days. (The ten days are to be directed by the Curriculum Leader for Science.)
Other information:	Appointments made are subject to the receipt of satisfactory references and a clear Enhanced DBS Check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

Providing qualified laboratory technician support to the Head of Department. Responsible for the following duties and responsibilities:

1. Preparing the materials, stock and standard solutions, specimens and apparatus required for demonstration and for practical work. Replenishing reagent bottles as necessary.
2. Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
3. Recovery of residues. Preparation of distilled/deionised water.
4. Sterilisation of apparatus.
5. Care of animals and plants kept for observation and experimental purposes.
6. Cleaning of apparatus (e.g. glassware) used by teaching staff and by pupils if it is difficult or dangerous.
7. Reporting items for repair, etc., to equipment and services.
8. Maintaining apparatus and equipment in good working order and carrying out repairs within the capabilities of the technician.
9. Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
10. Testing new experiments and assisting and devising new practical work.
11. Assisting in the construction and preparation of the audio/visual aids and maintaining the A.V.A equipment used within the Science Department.
12. Safe disposal of biological and chemical residues and other waste materials.
13. Inspection, maintenance and correct use of safety equipment.
14. When trained, first aid treatment of minor laboratory injuries and the maintenance of the first aid equipment in the laboratory area.

15. Operating an efficient system for stocking, storing, transporting and distributing all items used in the Science Department.
16. Operating laboratory documentation systems (cataloguing, filing of worksheets, etc.)
17. Making petty cash purchases
18. Being responsible to the Head of Science for the maintenance and upkeep of Science Laboratories and advising on any improvements which can be made in this respect.
19. Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries and co-ordinating common stock between sections.
20. Maintaining a good stock of necessary materials for the construction of scientific apparatus.
21. Keeping label records (alcohols, poisons and flammables, etc.)
22. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

PERSON SPECIFICATION

Laboratory Technician

<u>Qualifications/training</u>	
GCSE at C or above for Maths, English and Science or equivalent qualifications or experience	Desirable

<u>Skills</u>	
Knowledge of resources and equipment and ability to undertake minor repairs	Desirable
Ability to work with children	Essential
Good organisational skills	Essential
Ability to prepare rooms and equipment for lessons in the Sciences	Desirable

<u>Qualities</u>	
Suitable for work with children	Essential
Ability to work with a team and under pressure	Desirable
Flexibility	Essential
An enthusiastic and self-motivated person	Essential