



Loughborough Road
West Bridgford
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Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

The West Bridgford School

6th September 2018

Dear Applicant,

Re: Laboratory Technician

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

Enclosed with this letter are the following:

Background information about West Bridgford School
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 Tuesday 18th September 2018.

Yours sincerely,

HR Department



The West Bridgford School



The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1593, including 349 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.





The West Bridgford School

Loughborough Road, West Bridgford,
Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school

Secondary roll: 1593 including 349 in the sixth form

Part of the East Midlands Education Trust



Laboratory Technician

37 hours per week – Term Time Plus Two Weeks

Scale 3 Points 14 to 17

£17,681 – £18,672 pro-rata; actual salary will be £15,654 - £16,531

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 Chemistry.

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. For an informal discussion of the roles of the job, please contact Mrs D Beet (Head of Science).

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.wbs.school/vacancies or email vacancies@wbs.school. 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 Tuesday 18th September 2018



JOB DESCRIPTION Laboratory Technician



Grade:	Scale 3 Points 14-17
Salary:	£17,681 - £18,672 pro-rata (actual salary will be £15,654 - £16,351)
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

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

Skills	
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

Qualities	
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