



Clitheroe Royal Grammar School

Founded in 1554

SENIOR SCIENCE TECHNICIAN

31.5 hours per week Monday to Friday

**Salary: Grade 5 Point 6 (£23,893) to Point 11 (£25,979) p.a pro rata depending on experience
(pay award pending)**

**Actual Salary £17,122 - £18,884 p.a
Term Time Only**

An exciting opportunity has arisen to appoint a Senior Science Technician to join our outstanding school. The successful candidate will be well-organised with excellent communication skills to oversee a small team of technicians across the whole school. You will need to be confident, self-motivated with the ability to use your own initiative and work well within a team. Previous experience of working in a science environment would be desirable.

This position is an extremely valued role within our school and plays a pivotal part in the support function provided to our teaching staff and students.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 670 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 810 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

The closing date for applications is 12:00 noon on Monday 30th September 2024 and interviews are expected to take place week commencing 7th October 2024.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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September 2024

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

We are seeking to appoint an enthusiastic, self-motivated person to take on the role of Senior Science Technician primarily at our Main School site. The successful candidate will be part of a team overseeing three science technicians in providing support to core science across the whole school. You will need to be well organised, confident and also be approachable and responsive to enquiries from both staff and students. Good communication skills and the ability to use your own initiative and work well as part of a team are essential. This position is an extremely valued role and plays a pivotal part in the support function provided to our teaching staff and students.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If you apply and have not heard from us by Monday 4th November 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom
Bursar



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Job Description – Senior Science Technician

Salary	Grade 5 Point 6 (£23,893) to Point 11 (£25,979) p.a pro rata depending on experience (pay award pending) Actual Salary £17,122 to £18,884 p.a
Responsible to	Head of Learning and Bursar
Responsible for	Science / Laboratory Technicians
Location	Chatburn Road and York Street
Hours of Work	31.5 hours per week, term time only

Core Purpose of the Role

- In accordance with the practices and procedure of the school, assist teaching staff in providing a safe and efficient laboratory technical service across Main School and Sixth Form for students and teaching staff.
- To oversee the Health & Safety in the science department.
- To line manage the Science/Laboratory Technicians.

Accountabilities/Responsibilities

- Under the guidance of the Head of Learning coordinate the planning, development and organisation of equipment and procedures for the laboratory technical areas.
- Line Management of the science technicians and participation in the appraisal and performance of science technicians.
- Adapting to periods of understaffing to support the science technicians to cover practical lessons.
- Checking adequate safety precautions are being met across the science laboratories.
- Staying up to date with COSHH and CLEAPSS guidance and communicating regularly with Head of Learning, teaching staff and science technicians.
- Carrying out regular safety checks of laboratories and prep rooms at Main School and Sixth Form.
- To be responsible for the routine maintenance of technical equipment and undertake regular audits of resources at Main School and Sixth Form.

Practical Duties

- Participate in the development of the science department practical and technical facilities to meet teaching and learning needs.
- Ensure that science technicians' catalogue, prepare, issue and maintain materials, equipment and stock take the same.
- Preparation, assembly and setting up of apparatus, checking and issue of materials, components, tools and equipment for classroom activities.
- Disposal of residues, including hazardous waste in accordance with health and safety requirements.
- Trialling practical activities and feeding back to teaching staff.
- Advising teachers about safe working practices in accordance with health and safety and regulations.
- Assisting and supporting teachers with practical classroom activities.

- Advise science technicians of CLEAPSS support and resources available.
- Playing a part in the support staff team across the school, including setting up rooms for Open Evenings.

Maintenance of Facilities and Resources

- Setting up shared resources to support the provision of practical lessons for key stage 3-5 where required.
- Storage of equipment, apparatus and materials (including chemicals) in accordance with health and safety requirements.
- Setting up and maintaining specialist resources including plant and animal collections.
- Ensure the safe treatment and disposal of used materials. Including hazardous substances and respond to actual or potential hazards in accordance with the school's policies and Health & Safety Regulations.

Administrative Support

- Placing orders on SAGE and checking orders received.
- Oversee the provision for local purchasing.
- Arranging for copying then filing worksheets.

Other Duties

- Any other reasonable duties as defined by the Head of Learning or Bursar.
- To complete a three-day First Aid in the work place training course, act as a First Aider at either site as needed and maintain the certification while an employee of CRGS.

Contribution to Whole School

- To work within and promote all school policies and procedures;
- To be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people;
- To contribute to the provision of an effective environment for learning;
- To attend skill training and participate in personal/performance development as required;
- To take care for their own and other people's health and safety;
- To support the promotion of positive relationships with parents and outside agencies;
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities;
- To uphold and promote the values and ethos of the school;
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff;
- The post is for 31.5 hours a week term time only. The working hours for the post will be for the benefit of the school but are expected to be between 8.30am and 3:45pm Monday to Friday with a 30minute break for lunch;
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.

Agreed by: Lynne Higginbottom

September 2024

The closing date for applications is 12:00 noon on Monday 30th September 2024 and interviews are expected to take place week commencing 7th October 2024.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Senior Science Technician

	Essential	Desirable	Method of Measuring
Qualifications			
Educated to A Level or vocational equivalent in Science or a similar subject		X	A, C
Degree in Science or equivalent		X	A, C,
Experience			
Previous experience of working as a Science Technician within the Education Sector		X	A, I
Minimum 2 years' experience in a relevant technical/scientific role.		X	A, I
Able to demonstrate suitability for working with young people	X		A
Experience of leading a small team		X	A, I
Knowledge/Skills/Abilities			
Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	X		A, I, R
Detailed knowledge of COSHH and in relation to the storage and handling of chemicals	X		I, R
Computer literate with good familiarity of Microsoft Office 365 applications	X		A, I
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
Ability to carry out risk assessments in relation to laboratory work	X		I
High degree of personal motivation, initiative, energy and excellent interpersonal skills	X		A, I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to build and maintain effective working relationships	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I

Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I
A commitment to continuing professional development	X		A, I
Willing to undergo first aid training and fulfil first aid duties	X		A, I
Full Driving Licence	X		A

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.