EXPLORE OUR WORLD

Science Laboratory Technician

Required for 03 September 2018 start

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

NOTRE DAME SCHOOL



The School

Set in 25 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with approaching a thousand children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



The Department

The Science Department consists of 7 members of teaching staff and is supported by 2 technicians who thrive on teamwork and a commitment both to the subject and to the students in our care. The department is well resourced and teaching of the subject is very much an active and interactive experience.

The Role

Job Purpose

- To provide full technician support to teaching staff in the Biology and Physics departments, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested.
- To ensure the efficient preparation and organisation of equipment for lessons as required.

  To clean equipment and laboratories after each lesson and any chemical spillage when they occur.

Duties

- The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary in the required room.
- Clearing away when the apparatus is finished with and washing up.
- Storing chemical stocks in an orderly and safe manner.
- Maintaining apparatus in a usable state and undertaking minor repairs where feasible.
- Making up standard laboratory solutions within Health and Safety guidelines.
- Under guidance, becoming familiar with the Health and Safety implications of all laboratory techniques and chemicals used and advising staff where necessary.
- Assisting teaching staff and girls in practical work when required.
- Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department.
- To ensure safe storage and use of laboratory equipment.
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To assist in preparing lesson materials in other departments from time to time.
- To liaise with other departments/schools re use of additional/specialist equipment.
- To refer stock requirements to the Senior Science Technician.
- To undertake routine photocopying as required.

- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of pupils in the department.

General

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General Expectations

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff

The Person

	Essential	Desirable
Education/Qualities/Skills		
Interest in Science, especially physics and biology	✓	
Science qualification (minimum level 3)	✓	
Experience of working as a technician		✓
A sound understanding of IT,	✓	
Confident knowledge of Microsoft Office, Excel and Outlook		✓
Administration skills	✓	
Personal Characteristics		
Good communicator.	✓	
Well organised.	✓	
Ability to contribute to a team environment	✓	
Commitment to continuous professional development	✓	

Benefits of Service

Contract: Permanent, Term Time only

Salary: £17,611 per annum (pro rata to £22,845)

Hours of work: 36 hours per week with a 30 minute unpaid lunch break (08.30am – 16.10pm)

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged.
- There is ample opportunity to take on additional responsibility.

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements.
- Longer holidays than the state maintained sector.
- Free on-site parking.
- School Nurse on site.

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch and refreshments are available throughout the working day



Selection Process

To apply for the position please complete the online application form available on our career site on the TES website www.TES.com: https://www.tes.com/jobs/employer/-1163346 or complete

Closing Date: Tuesday, 17 July 2018

Interviews: Friday, 20 July 2018

All applicants will receive an email to confirm receipt of the application form.

Shortlisted candidates will be interviewed by senior members of the School and take a tour of the school.

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

All appointments are subject to satisfactory previous employment references.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

Applications to:

Human Resources Department
Notre Dame School
Burwood House
Convent Lane
Cobham
Surrey KT11 1HA

Email: HR@notredame.co.uk

Any questions, please contact HR on 01932 589092.



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