



Clitheroe Royal Grammar School

Founded in 1554

Laboratory Technician

31.5 hours per week Monday to Friday

Grade 4 (point 4 to 6) £21,189 - £21,968 pro rata pa depending on experience

Actual salary £15,184 to £15,968 pa (pay award pending)

Term Time only

We are seeking to appoint an enthusiastic, self-motivated Laboratory Technician to join our outstanding 11-18 school. 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.

The successful candidate will need to be well organised, cheerful, confident and also be approachable and responsive to enquiries from both staff and students. Good communication skills, the ability to use your own initiative and to work well as part of a team are essential.

Previous experience of working in a school laboratory/science environment would be desirable however, full training will be given.

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. This post is subject to an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

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, 13th November 2023** and interviews are expected to take place week commencing **20th November 2023**.



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October 2023

Dear Applicant

Thank you for your interest in the post of Laboratory Technician at 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 have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with 660 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll.

We are seeking to appoint an enthusiastic, self-motivated person to take on the role of Laboratory Technician at our Main School site. The successful candidate will be one of three technicians lead by a senior laboratory technician providing support to the science department 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. Previous experience of working in a laboratory/science environment is desirable, but not essential as full training will be given.

This position is 31.5 hours per week, term time only, the hours of work will be for the benefit of the school and are expected to be between 8:30am to 3:45pm Monday to Friday with a 30-minute break for lunch. There is flexibility around start and finish times which will be discussed at the interview stage.

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 submit an application and have not heard from us by Monday, 18th December 2023, 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.

Yours sincerely

Lynne Higginbottom
Bursar



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JOB DESCRIPTION

Job Title	Laboratory Technician
Grade	Grade 4 (point 4 - £21,189) to (point 6 - £21,968) pa pro rata depending on experience Actual salary (£15,184 to £15,968) pa (pay award pending)
Hours of Work	31.5 hours per week
Location	Chatburn Road
Responsible to	Head of Science, Bursar and Senior Laboratory Technician
Job Purpose	To provide laboratory technical support in a safe environment and efficiently maintaining the day to day running of the science laboratory.

Practical Duties

- Preparation, manufacture, assembly and setting up of apparatus, checking and issue of materials, components, apparatus, tools and equipment for classroom activities
- Checking and monitoring of equipment before and after use
- Disposal of residues, including hazardous waste in accordance with health and safety requirements
- Contributing to the design and development of practical activities
- Trialling practical activities and feeding back to teaching staff
- Developing, designing and constructing apparatus and other teaching aids
- Costing and providing alternatives where necessary
- Involvement in discussing the practical requirements of the curriculum
- Undertaking safe working practices in accordance with health and safety regulations
- Checking and maintaining resources in a safe state
- Advising teachers about safe working practices in accordance with health and safety and regulations
- Maintaining health and safety information sources
- Assisting and supporting teachers with practical classroom activities
- Undertaking training as required to assist in the performance of duties
- Setting up rooms for Open Evenings

Maintenance of Facilities and Resources

- Maintaining laboratory and other practical activity areas
- Maintaining apparatus and equipment, including cleaning
- 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

Technical Advice and Assistance

- Advising teachers and students about available resources
- Giving technical advice regarding the operation and application of equipment
- Assisting in practical activities if required
- Liaising with other departments within school
- Communicating with outside agencies and establishments
- Liaising with technicians in other establishments
- Supporting inexperienced members of staff in practical work

Student Support:

- Helping with Science club
- Displaying students' work

Administrative Support

- Setting up operating systems for the line management and control of practical resources e.g. stock control, location and availability of practical resources
- Placing orders on SAGE for approval
- Local purchasing
- Co-ordinating the use of resources and facilities
- Photocopying
- Arranging for copying then filing worksheets
- Entering students' test results on computer file
- Filing students' investigations
- Collating reports

Other Duties:

- Undertaking and maintaining the First Aid at Work training and act as a qualified First Aid Officer

Support for the School:

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- 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
- This position is 31.5 hours per week, term time only. The hours of work will be for the benefit of the school and are expected to be between 8:30am to 3:45pm Monday to Friday with a 30-minute break for lunch. There is flexibility around start and finish times which will be discussed at the interview stage
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site

Agreed by: Lynne Higginbottom

October 2023

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 2023, 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. Only applications submitted on the official application form will be accepted.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out.

Please note this is for guidance only as post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Head of Science or Bursar.

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 Form: Laboratory Technician

Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), References (R)
Qualifications		
Excellent numeracy and literacy skills	E	AF / I
GCSE level 5-9 or equivalent to include Maths and English	E	AF
Educated to A Level or vocational equivalent in Science or a similar subject	D	AF
Experience		
Experience of working in a laboratory	D	AF / I
Experience of working in a school environment	D	AF / I
Able to demonstrate suitability for working with young people	E	AF
Knowledge/skills/abilities		
Ability to perform tasks efficiently and accurately and use own initiative when appropriate	E	I / R
Computer literate with good familiarity with Microsoft 365 applications	E	AF
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	E	I / AF
Effective written and verbal communication skills appropriate to a range of different situations	E	AF / I
To work flexibly as the workload demands and to accommodate the changing needs of the school	E	I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection.	E	AF / I
High degree of personal motivation, initiative, energy and excellent interpersonal skills	E	AF / I
Ability to build and maintain effective working relationships	E	AF / I / R
Ability to maintain strict confidentiality of information received and processed with discretion	E	AF / I
Current awareness of health and safety regulations within a laboratory environment	D	AF / I
First aid certificate	D	AF
Willing to undergo training for the role and willing to fulfil first aid duties	E	AF / I
Other		
A commitment to sustain regular attendance at work with a flexible approach to working hours	E	I / R
A commitment to continuing professional development	E	AF / I
Full driving licence	D	AF / I