



THE GRAMMAR  
SCHOOL AT LEEDS

Be Inspired



General science technician

# The role

**General science technician**  
Reports to: **Lead technician**

**Functional links:** Work on a daily basis to the Lead technician and the Head of department as determined by the Director of faculty scientific studies, with operational responsibility under the general day-to-day guidance of the Senior lead technician.

**Hours:** 37 hours per week, hours to be worked between 07:45 - 16:30 (start and finish times can be negotiated), including a 15 minute break (paid) and a 45 minute lunch break (unpaid). Additionally, you are required to work between 10 - 20 days additional days outside term time (to be agreed with the line manager)

**Salary:** Point 11-18, £22,738 - £25,578 per annum FTE. Actual salary payable:

- +10 days: £19,108.67 - £21,495.36 based on 37 hours per week, term time only
- +20 days: £20,070.66 - £22,577.50 based on 37 hours per week, term time only

## **Main Purpose of Job:**

To support the Lead Technician (in support of the Head of Department), the teaching staff and pupils in the preparation of equipment, apparatus, materials and chemicals, the conduct of practical work, the application of health and safety policies and the proper management and maintenance of laboratories and associated rooms.

## **Main responsibilities:**

- To prepare equipment, apparatus, materials and chemicals for use in practical activities and to deliver these to and from each laboratory for every practical session
- To ensure that all equipment, apparatus, materials and chemicals in all laboratories, preparation rooms and storage areas are in a fit state ready for use; clean, good working order, current and stored safely in accordance with statutory requirements. Any deficiencies should be discussed with their Team Leader.

- To ensure that appropriate stock levels of equipment, apparatus, materials and chemicals are checked periodically and maintained, under the general day-to-day guidance of the Team Leader
- To monitor and maintain the cleanliness and tidiness of the department, advising the Team Leader of any deficiencies in either the school cleaning process or the way in which laboratories and other facilities and departmental resources are used
- To maintain a safe working environment within the framework outlined in the School Safety Policy and to implement the Scientific Studies Faculty Safety Policy (including any appendices to that policy). They should inform their Team Leader and Technician i/c H&S of any safety concerns (this will then be passed onto the HoD)
- To construct and/or modify apparatus and equipment for use in practical activity and its trialling
- To support ECTs (early career teachers) and trainee teachers with the safe running of practicals, when required
- To assist in the organisation of the disposal of waste laboratory materials, including chemicals and microbiological waste in accordance with Health and Safety regulations and the Scientific Studies Faculty Safety policy. This is carried out under the general guidance of the Team Leader
- To co-operate with the school system of performance review of support staff and to participate in any continuing professional development under the general direction of the Senior TL, their Team Leader, DoF and HoD. This may include working in other science departments or the GSAL Primary School, participating in external and internal courses and seeking appropriate additional qualifications in support of the role of working as a science technician.
- To fully participate as part of the Scientific Studies Faculty technical team in mutual support of the work of other departments within the Scientific Studies Faculty (including GSAL Primary School), either by direct or indirect involvement as determined by the Senior TL, their Team Leader, DoF and HoD
- To participate in the selection of new technicians.





### Monitoring Safe Operation in Science

- To monitor routinely the effectiveness of the Science Faculty Safety Policy on behalf of the technical staff and to take part in any annual review of safety undertaken within the faculty. They should notify their Team Leader of any H&S issues, accidents and/or near-misses within their department and this is done in addition to the normal reporting procedures within the school.
- To monitor and maintain the cleanliness and tidiness of the department, advising their Team Leader of any deficiencies in either the school cleaning process or the way in which laboratories and other facilities and departmental resources are used. This is done in addition to the normal reporting procedures within the school.

### General

- Any other assistance or reasonable request as may be reasonably required from time to time by the Principal, or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the School's Safety Policy and implement it as appropriate.





# The person

## Qualifications & attainments

- GCSE in English, Maths and Science subject at grade C or above, or equivalent is desirable.
- Evidence of additional Science education or progressing towards membership of a technical association or equivalent is desirable.

## Experience & knowledge

- Experience of previous experience of working in a science laboratory is desirable, but not essential.
- Demonstrates evidence of a good knowledge and passion of science.
- Knowledge of Health and Safety procedures is desired.
- Experience in handling different laboratory equipment and apparatus, including chemicals is desired.

Essential	Desirable
	✓
	✓
✓	✓
	✓
	✓

## Skills & qualities

- Able to contribute effectively to ensure the technical success of department and faculty.
- A strong team player who actively helps and supports the whole team across the wider faculty.
- Good communication skills, both in writing and verbally.
- Good planning and organisational skills.
- The ability to work well under pressure and prioritise demanding workloads.
- Enthusiastic with the ability to work independently on assigned tasks.
- Good IT skills is desired.
- Willingness to learn new skills and engage with profession development.

## Values & ethos





















- Openness to new ideas and practices, adaptable with a positive 'can do' attitude.
- Willingness to take responsibility for your own work and awareness of how this affects other team members.
- Commitment to child protection and the promotion of a safe environment for children and young people to learn in.
- Commitment to the school's support and promotion of equity, diversity and inclusion.
- Commitment to continuous self-development and a willingness to learn.

Essential	Desirable
✓	
✓	
✓	
✓	
✓	
✓	✓
✓	
✓	
✓	
✓	

# Your benefits

## Colleague benefits - term time only support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

<p>Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions</p> 	<p>Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)</p> 	<p>Beautiful lunch time walking routes around our 140 acre site</p> 	<p>Generous leave of absence scheme to support our colleagues when they need it</p> 	<p>Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras</p> 
<p>Access to our 24/7 GP provider, Health hero</p> 	<p>Training and CPD available including five inset days per academic year</p> 	<p>Enhanced school holidays, approximately 16 weeks non-term time</p> 	<p>Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps</p> 	<p>Significant discount on school fees</p> 
<p>Colleague lunches: three courses for £1 available during school lunchtimes plus free tea, coffee and hot chocolate machines</p> 	<p>Childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)</p> 	<p>Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events</p> 	<p>Use of the school's extensive library facility</p> 	<p>Free car parking available on site</p> 
<p>Salary sacrifice schemes for cycle to work</p> 	<p>Free after school childcare until 6pm for the hours that you are working (subject to availability)</p> 	<p>Subsidised flu vaccination onsite</p> 	<p>Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)</p> 	<p>Free use of the school bus service (subject to availability)</p> 

# About us

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**The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.**

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





# Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

- Fairness
- Respect
- Equity
- Diversity
- Inclusion
- Engagement

**PROUD TO BE™  
FREDIE**

We care  
We are brave  
We grow a  
little every  
day



# Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



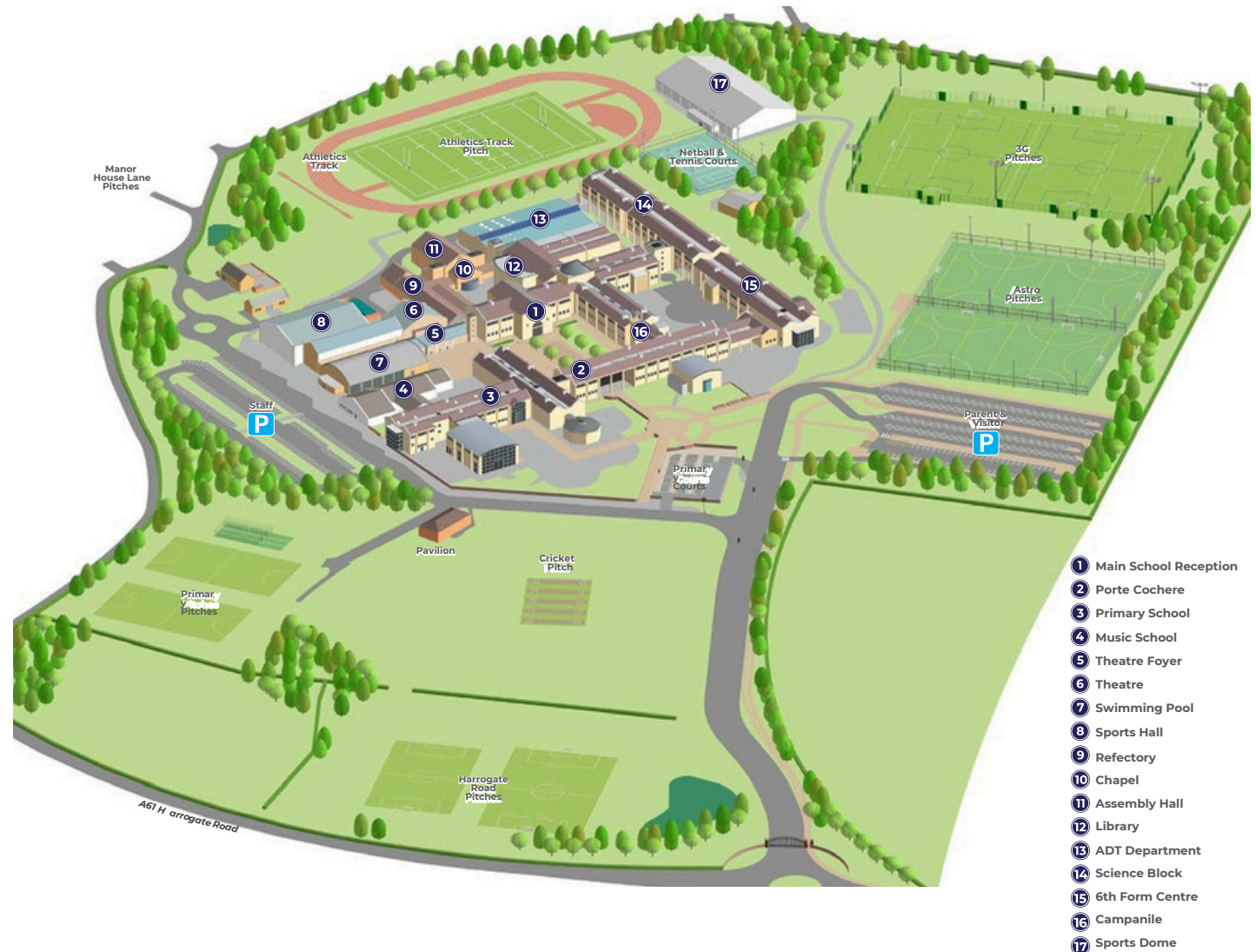
# Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.



- 1 Main School Reception
- 2 Porte Cochere
- 3 Primary School
- 4 Music School
- 5 Theatre Foyer
- 6 Theatre
- 7 Swimming Pool
- 8 Sports Hall
- 9 Refectory
- 10 Chapel
- 11 Assembly Hall
- 12 Library
- 13 ADT Department
- 14 Science Block
- 15 6th Form Centre
- 16 Campanile
- 17 Sports Dome



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