



**Alsager School**  
An Achieving School - A Caring Community

**Required from ASAP**

## **SCIENCE LABORATORY TECHNICIAN**

(responsibilities in line with AAAE 5065)

**Grade 3; Scp 2-4 £10,817 - £11,507 p.a. (actual salary)**

**(Full-time equivalent: £17,711 - £18,426)**

**27 hours per week, term-time only**

**(hours are open to negotiation for suitably qualified candidate)**

**Responsible to: Senior Science Technician**

Thank you for your enquiry about the above post. It is a part-time; part-year, permanent post and the successful applicant will join the School's Science technician team. Alsager Multi Academy Trust currently comprises of Alsager School, a large very successful 11-18 school and Weston Village Primary School, situated near to Crewe.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity mean that most of our year groups are oversubscribed.

We currently employ in excess of 80 teaching and 70 support staff. The latter are employed in a wide variety of roles within the School to support the work of teachers in the classroom, allowing them to concentrate on teaching and learning.

The Science Faculty currently comprises thirteen full-time and two part-time teachers, supported by 2 full-time and 3 part-time; term-time technicians. The Faculty is lead by a Curriculum Leader, who is assisted by a Deputy and an Assistant Curriculum Leader. It is housed on three floors of the Andrews building in eleven well-equipped laboratories and two teaching rooms. Results at KS3, GCSE and AS/A2 are extremely good and science is a very popular subject at all levels. All labs have data projectors linked to the school network, with access to the internet.

The Science Technician team is led by a Senior Science Technician who line manages one full-time and three part-time Laboratory Technicians.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Tel: 01270 871 100 • Email: [admin@alsagerschool.org](mailto:admin@alsagerschool.org) • Web: [www.alsagerschool.org](http://www.alsagerschool.org)

Executive Headteacher: Richard Middlebrook • Head of School: Andrea O'Neill

Alsager Multi Academy Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR



I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website [www.alsagerschool.org](http://www.alsagerschool.org) or arranging a visit. We hope this information will encourage you to apply.

**Overall purpose of the job:**

To provide a practical, daily technician service to members of the teaching staff in the Science Department through the preparation of equipment, apparatus and chemicals to enable pupils and staff to carry out laboratory experiments.

It is desirable that the successful applicant has some experience of working with laboratory apparatus and has a working knowledge of the safe handling of chemicals under COSHH, although this is not essential.

Appropriate induction and in-service training will be provided.

**Principal Responsibilities:**

<b>1</b>	Check and provide in the appropriate laboratories, science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities.
<b>2</b>	Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.
<b>3</b>	Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
<b>4</b>	Receive, maintain a security system and distribute all science external examination papers to ensure strict confidentiality is kept whilst these are stored both before and after examinations take place.
<b>5</b>	Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable pupils to carry out practical science experiments in the laboratory.
<b>6</b>	Provide practical support and guidance for school staff in the use of materials, laboratory techniques, practices and processes and recommend solutions to technical problems encountered
<b>7</b>	Demonstrate and provide hands-on practical pupil instruction in correct usage and application of laboratory and science equipment and work with pupils on project work in a supporting role.
<b>8</b>	Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department. Assisting Head of Science by keeping record of spending and budget.
<b>9</b>	Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
<b>10</b>	Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements.
<b>11</b>	Other duties including support to facilitate the smooth running of the science department

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

**In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are high in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager Multi Academy Trust is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

**How do I apply?**

If having read this information, you find the post appealing, we would like to hear from you. Application is by completion of the school's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

Under **Employment History** it is important that you provide details of **ALL** of your previous jobs **WITHOUT ANY GAPS** including any periods when you were unemployed.

The **Supporting Statement** gives you an opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

Ideally you will complete an application electronically and email it to Mrs Owen at [jobs@alsagerschool.org](mailto:jobs@alsagerschool.org)

All electronically submitted applications will be acknowledged.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

Completed paper application forms should be returned to:



Mrs Ashley Owen  
H.R. Manager  
Alsager School,  
Hassall Road,  
Alsager ST7 2HR

Remember to put the correct postage on your envelope to avoid any delay in the post.

**Deadline: 12 noon on Thursday, 13<sup>th</sup> February 2020.**

**References:** It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Alsager Multi Academy Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced Disclosure and Barring Service disclosure.

Alsager School wishes to thank all applicants for their interest in the post advertised and for the time and trouble taken to provide the information for their application.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen

H.R. Manager

AOw/Science Laboratory Technician/Jan 2020

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

## PERSON SPECIFICATION



**Job Title:** Science Laboratory Technician

**Grade:** Grade 3; scp 2-4

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Knowledge</b>	Educated to GCSE (grade C) in Science or NVQ Level 2. Awareness of H&S issues and COSHH regulations. Good oral and written communications skills. ICT skills.	'A' level Science. GNVQ Advanced or equivalent in Science.
<b>Experience</b>	Previous experience within a similar technical role.	Laboratory experience in the education field.
<b>Skills and Aptitudes</b>	Good communication skills. Ability to follow written and verbal instructions accurately. Excellent organisational and time management skills. Ability to work under pressure. Self-motivated with an ability to use own initiative. Ability to manage own workload. Willingness to work hours flexibly. Ability to work as an effective team member. Positive outlook. Energetic and adaptable. Enjoy a challenge Commitment to safeguard & promote the welfare of children.	Keen to undertake continuing professional development
<b>Physical Attributes</b>	Good Health record. Good attendance record. Pleasant manner.	Self confidence Maturity

## APPOINTMENT OF: Science Laboratory Technician



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### TERMS & CONDITIONS OF SERVICE (NJC)

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

#### Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

Alsager Multi Academy Trust's payslips are electronic and you will need to register on a portal. Details of how to access this site will be issued to your personal email address by our payroll provider when you take up your post.

#### Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

#### Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

#### Sickness Leave & Pay

The post is subject to the provisions of the school's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

#### No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

#### Relatives within the Trust

Applicants must disclose on their application form details of any relative who is a Trust employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

#### Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

#### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

#### Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

#### Safeguarding Children

Alsager Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Employing people with a criminal record

The Multi Academy Trust aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

*\*including cautions, reprimands or warnings.*

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.