



SHERBORNE



## JOB DESCRIPTION

**Sherborne Summer** aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and, as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment.

### **Sherborne School Recruitment and Selection Policy Statement**

Sherborne 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 for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

<b>Job Title:</b>	<b>SCIENCE LAB TECHNICIAN (temporary – ad hoc hours as mutually agreed)</b>
<b>Contract:</b>	Temporary Contract to support our summer courses, 2 July – 20 August 2025. Knowledge of all sciences is desirable.
<b>Location:</b>	Newell Grange and/or Main Sherborne School campus
<b>Line Manager:</b>	Lab Technicians are line managed by the Academic Manager and work closely with the teachers of science.
<b>Remuneration:</b>	Currently £13.85 per hour ( <i>to be reviewed in April 2025</i> ). Hours worked until approximately the 20 <sup>th</sup> of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.  Lunch may be taken in the school dining room during working shifts.
<b>Holiday:</b>	In view of the requirements of the course, holiday leave cannot be taken during the period of temporary employment.  Lab Technicians are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid at the end of each contract.
<b>Hours of Work:</b>	Between 15 hours and 30 hours per week – by mutual agreement. Hours of work are likely to fall between 9:00am and 3:00pm Monday to Friday. However, some flexibility in hours and times of work will be required from time to time.
<b>Probationary Period:</b>	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months.  All contracts are subject to a one-week notice period by either side.

**Medical Fitness:** Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

**DBS Disclosure (Police Check)/References:** As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Post-holder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or who attend the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

## **Main Purpose**

In general, to support the Summer Course Teachers of Biology / Chemistry / Physics to provide assistance and information as required in the preparation of resources for practical lessons that meet both the Health and Safety standards of the school and the requirements of the classes involved:

- To support the preparation of experimental apparatus, the maintenance, repair, cleanliness, storage, and safety of equipment within the science laboratories.
- To support the School's H&S process by completing risk assessments of science resources, including rooms, equipment and processes.
- To support the organisation of the stores, inventory and ordering of materials, in collaboration with the Academic Manager.
- To complete duties of the Lab Technician to meet the curriculum needs in terms of preparing for and completion of laboratory practicals and safe working practices across the science department.

The Science Technician must work within the guidelines indicated in the Science Department Safety Policy and follow the local safety routines of the Science Department. They may be asked to undertake other related tasks as directed by the Academic Manager.

## **CORE DUTIES**

### **Practical Activities**

Assist teaching staff on a day to day basis by:

- Preparing solutions/chemicals.
- Setting up equipment for demonstrations or pupil use.
- Delivering equipment to rooms as requested and ensuring safe removal and return of equipment to its normal location. (See note (i) below.)
- Disposing of waste materials safely.
- Collecting, checking and returning equipment to stores.
- Washing glassware and other equipment and re-circulating.
- Removing damaged equipment and organising appropriate repair or disposal.
- Preparing biological materials including Agar plates / microscope slides.
- Ensuring that routine and non-routine cleaning of laboratories is carried out to the required standard including cleaning of sinks.
- Ensuring adequate supplies of reagents, soap dispensers, towel rolls, plastic gloves, tissues, eye wash and distilled water in the laboratories.

Note (i): Some science lessons may be taught in general teaching classrooms. This means that the range of practical activities that are appropriate and safe are limited by the environment. The technician should seek the guidance of the relevant teacher and the Academic Manager concerning requests for equipment / practical activities in general teaching classrooms.

### **Equipment and Maintenance:**

- Responsibility for supporting health and safety including (but not limited to) risk assessments, storage of equipment, electrical testing, chemical storage, maintenance of laboratories;
- Liaising with the school domestic team, estates staff, PAT inspector and radioactivity inspector as directed by the Academic Manager.
- Checking Laboratory services and equipment, to include visually checking electrical equipment, Bunsen Burner tubing, eye protection equipment;
- Order chemicals and other scientific equipment as agreed with the Academic Manager. This will also include obtaining materials by local purchase (e.g. Lungs / Hearts for Biology).
- Maintain a stocklist of chemicals and perform an inspection of stored substances. Date and label (including hazard labels) and correctly store all incoming reagents and materials.
- Repair or modify equipment as required and, in collaboration with the Academic Manager, organise the external repair of equipment when needed (to include obtaining estimates to ensure that a repair is economically viable).
- Assist with safety checks to fume cupboards, electrical equipment, and chemicals, which may deteriorate.

### **Other General Duties:**

- Provide technical assistance to teachers, where necessary.
- Keep up to date with health and safety guidance and advise teaching staff as required.
- To work with teaching staff when designing and planning new practical activities and to give guidance when producing risk assessments for new activities.
- To undergo the general training required by the school as detailed in the table below.
- Such other duties as are, from time to time, agreed.

**Person Specification:**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Grade C or above (or equivalent qualification) in Maths and Science	X	
A minimum of A level or equivalent in a science-related subject	x	
Relevant professional technician qualifications		x
Relevant health and safety qualifications and a familiarity with the production of risk assessments	x	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience in a Scientific/Physics/Engineering/Technician role	x	
Working knowledge of health and safety	x	
Experience in general maintenance of Laboratory equipment, including microscopes		x
First Aid qualification or willingness to train for First Aid at Work Certificate		x
Experience of working in the education sector		x
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of COSHH/CLEAPPs regulations	x	
Working knowledge of Microsoft Office applications, especially Word and Excel	x	
Ability to solder and carry out basic repairs		x
Ability to work as part of a team	x	
<b>Other (specific)</b>	<b>Essential</b>	<b>Desirable</b>
An interest and enthusiasm for Science	x	
<b>Other duties required by all School staff</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

**Training Requirement for Lab Technicians – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>When</b>
Lab Technicians will be required to attend compulsory training sessions.	Between 30 June and 2 July 2025.
Safeguarding (Child Protection)	During induction days
Prevent Training	Online module
Health and Safety and Fire Awareness	Online module
Manual Handling	Online module
Display Screen Equipment (DSE) user	Online module
Training with Line Managers	Induction days and in daily meetings

## **TERMS AND CONDITIONS**

### ***Non-Smoking Policy:***

It is the policy of Sherborne Schools Group that all our workplaces are smoke free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all areas of the school, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

### ***Pension:***

Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

### **Method of Application**

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne Schools Group Application Form and return it to [hr@sherborne.org](mailto:hr@sherborne.org)

**In the event of any queries please contact:**

*Simon Larkin, Academic Manager*

*Tel: 01935 814743*

*Email: [summer@sherborne.org](mailto:summer@sherborne.org)*

*The School reserves the right to interview candidates as applications are received, preferably face-to-face and on mutually agreed dates and times. Vacancies will be withdrawn as roles are filled.*

**Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview.**