



ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



Laboratory Technician
September 2019



ARNOLD LODGE
4 - 18 yrs Co-educational Independent Day School

School Mission:

**To develop the
happiness, confidence
and skills of each
pupil so they can be
successful in their
aspirations.**



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An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge's Core Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

Academic study at Arnold Lodge is not about percentages and statistics, it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Laboratory Technician

Application deadline: 9:00am on Monday 23 September 2019

Interviews: week commencing Monday 30 September 2019

Job Start: Monday 4th November 2019

Salary: i.r.o £8,350 per annum.

The Post: This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we are looking for a talented and experienced laboratory technician to take responsibility for the technical support of Science in the school. Previous experience as a laboratory technician or working within a Science department in a school environment would be of benefit to this role.

If you'd like to know more before applying please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

Applications: Applications should be addressed to the Head of STEM Faculty, Ms S Hill. Applications by email are acceptable. Please send these to reception@arnoldlodge.com addressed for the attention of Ms S Hill. All applications must contain the following:

- A fully completed application form (found on the school website – www.arnoldlodge.com – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.
- A Curriculum Vitae.

We reserve the right to withdraw this advertisement at any time depending on application volumes, therefore an early submission of application is encouraged.



Job Description – Laboratory Technician

Job Title	Laboratory Technician
Summary of the Role	To provide technical support to the Science department in their delivery of practical lessons.
Line Manager	Head of STEM Faculty
Liaising with	SLT, ELT, Teaching and Support Staff
Key responsibilities: Classroom/Practical Support	<ul style="list-style-type: none"> To monitor standards and practices within the classroom, identify, and communicate improvements to working practices to ensure the highest standards are achieved To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff To support students in the classroom environment to assist in the learning process where appropriate To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice To ensure high standards of Health and Safety are maintained at all times.
Equipment Maintenance and stock	<ul style="list-style-type: none"> To oversee the inventory of equipment and stock control in order to maintain a supply of equipment for teaching use. Order stock as directed by the Subject Leader/Head of Department so that resources are adequate for lessons To receive and check deliveries of supplies to ensure accuracy from suppliers To liaise with equipment providers to ensure good quality provision and value for money To be responsible for the care of animals and plants in the Science labs and to maintain long term experiments. To procure biological consumables, i.e. fruit, hearts and other perishable items as necessary, ensuring they are stored and later disposed of in a safe, hygienic and secure way.
Preparation	<ul style="list-style-type: none"> To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science department To repair, maintain and store equipment in order to guarantee safe and effective upkeep To set up science practical's in advance of lessons when required To ensure the prep room is kept clean, tidy and safe.
Additional Duties	<ul style="list-style-type: none"> General administrative functions as and when required To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head of School or School Operations Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



Person Specification – Laboratory Technician

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs at A* - C with English & Mathematics FE qualification in at least one Science subject 	
Experience	<ul style="list-style-type: none"> Experience of working in a laboratory 	<ul style="list-style-type: none"> Experience of working within a school Experience of preparing chemicals and/or biological reagents Experience of maintaining technical equipment.
Skills	<ul style="list-style-type: none"> Highly ICT literate and knowledge in the use of Microsoft Office Highly organised, self-motivated and able to work independently Diplomatic and able to work collaboratively with colleagues Ability to work to deadlines 	
Personal	<ul style="list-style-type: none"> A 'can do' and helpful attitude Ability to work flexibly Be prepared to support other wider school functions Willingness to take on additional training A professional manner 	<ul style="list-style-type: none"> Flexible with an excellent work ethic A sense of humour and a positive attitude

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Conditions of Appointment

Hours of Appointment

This is a permanent, part time position for 25 hours a week, Monday to Friday (8:00am - 1.00pm during term time, including all staff INSET days. This does not include a lunch break.

Notice Period

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be 4 weeks.

Holiday Entitlement

There is no additional holiday entitlement due to this role being term time only.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

