



Dame Alice Owen's School

NoR 1,441, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

LABORATORY TECHNICIAN Required as soon as possible

Permanent post

37 hours per week, term time only

Hours: 8.15am – 4.15pm (three days per week) and 8.15am – 4pm (two days per week),
including ½ hour unpaid for lunch

Salary scale: H3/5, pro-rata actual annual salary £16,317
(based on £19,650 for the full-time equivalent post)

Closing date: Noon, Monday 27th June 2022

Interview date: Thursday 30th June 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Laboratory Technician. The successful applicant will become part of our very successful and very well-resourced Science Department, as part of a team of 24 specialist science teachers and 6 support staff. A scientific background and some experience of a school science prep room would be an advantage.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 27th June 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post:	Laboratory Technician
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Monday 27th June 2022
Interviews:	Thursday 30th June 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form, a request for references including a reference from your current/previous employer, undertaking a technical task, an informal interview with a student panel and an interview.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Mike Jays, Head of Science via jaysm@damealiceowens.herts.sch.uk.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 27th June 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

Details of the School, Department and vacancy

Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11-year-old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

The Science Department

At Dame Alice Owen's School, Science holds an important place in the academic curriculum. It is a large department with 21 teachers and 4 support staff. Examination results are exceptional and Sixth Form study in all three disciplines is always well subscribed. Students are normally expected to secure a grade 6 or 7 at GCSE to commence an A Level in a Science subject. The level of funding is generous, reflecting the support of the Trustees, and the new Science block was completed in February 2014. The new building comprises 14 purpose-built laboratories, two prep rooms and a staff workroom. The Science Department has extensive schemes of work which are very highly resourced to support the learning needs of students. Science is one of the most popular subjects in the school thanks to the high quality of teaching and learning and the opportunities provided within the Department.

Teaching Programme

At Key Stage 3, Year 7 pupils follow a general science course with three lessons timetabled each week. In Years 8 and 9, pupils have three lessons per week, one for each of Physics, Chemistry, and Biology. At Key Stage 4,

pupils opt for either Combined, or Triple Science. Approximately 75% of pupils are expected to follow Triple Science. At Sixth Form level, all three science subjects are popular: usually four or more classes per subject, per year group.

Job Description

Post Title: **Laboratory Technician**
Responsible to: **Head of Science**



Purpose of the Role:

As a member of our team, you will provide support for the teachers in this busy Science Department. You will be expected to assist the other members of the team to cover the daily requirements for 16 laboratories, as requested by the teaching staff. You will receive whatever training may be required to fulfil the key responsibilities below.

Key responsibilities

1. Preparing equipment (including chemicals) for class practicals, demonstrations and assessments, particularly to support teaching
2. Putting equipment /chemicals / computer trolley into the laboratories prior to class and collecting after
3. General laboratory housekeeping, including hand washing glassware, returning stock to stock cupboards/shelves in the prep room and disposing of waste
4. Photocopying and collating worksheets and tests which complement the schemes of work
5. Assisting in the monitoring of various laboratory consumables, including shopping for supermarket type items.
6. Constructing, maintaining and repairing equipment
7. Trialling practical activities, particularly for coursework and controlled assessments
8. Assisting with care of live specimens (plants, locusts, maggots etc)
9. Providing technical assistance to teachers and students
10. Promoting awareness of health and safety in science lessons
11. Communicating telephone messages to students/teachers when the need arises; and
12. Any other duties as specified by the senior staff.

Skills and competencies:

To be able to:

- Multi-task
- Act quickly
- Work well within a team
- Prioritise workload
- Be flexible



Person Specification

Person Specification	Desirable / Essential
Education	
Sound educational background including GCSE Maths and English (A*-C)	E
Background in science	E
First Aid qualification	D
Up-to-date in-service training in subject and whole school issues	D
Additional qualifications relevant to the post	D
Knowledge and experience	
Knowledge of Biology, Chemistry or Physics	D
Experience of working in a scientific environment	D
Ability to move chemicals and equipment around school e.g. to set up equipment for demonstrations and move equipment to a safe place for repair	E
Basic IT skills e.g. word processing and spreadsheets	E
Able to support in lessons with technical support and back up	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Experience of working in a similar post	D
Experience of working in an educational setting	D
Other	
Able to contribute constructively to and work effectively as a member of a team	E
Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.	E
Able to contribute to the support of children in all areas of personal and educational development	E
Able to keep accurate records	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
A good sense of humour!	E

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.