



Dame Alice Owen's School, NoR 1,439, Sixth form: 417

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

LABORATORY TECHNICIAN

Required as soon as possible/September 2021

Permanent post

35 hours per week, term time only

(Monday - Friday, 7 hours per day)

Hours: 8.30am - 4pm, including ½ hour unpaid for lunch

Salary scale: H3/5 - pro-rata actual annual salary £15,169

(based on £19,312 for the full-time equivalent post)

Closing date: Noon, Wednesday 23 June 2021

Interview date: Tuesday 29 June 2021

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.

Please visit <https://damealiceowens.herts.sch.uk/> About us > Vacancies to download an application pack. For an informal discussion, contact Mike Jays, Head of Science via jaysm@damealiceowens.herts.sch.uk.

Please send 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, Wednesday 23 June 2021**.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in schools.



Dame Alice Owen's School

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Headteacher | Mrs Hannah Nemko MA

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INFORMATION FOR APPLICANTS

Name of post:	Laboratory Technician
Location:	Potters Bar, Hertfordshire
Closing date:	Noon, Wednesday 23 June 2021
Interviews:	Tuesday 29 June 2021

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. 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.

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.

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. All appointments are subject to a satisfactory 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, Wednesday 23 June 2021**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

Details of the School, Department and vacancy

Laboratory Technician

Full time, Permanent

Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,430 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'; 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.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The Science Department

At Dame Alice Owen's School, Science holds an important place in the academic curriculum. It is a large department with 24 teachers and 6 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.

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish. **The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

Job Description

Post Title: Laboratory Technician
Responsible to: Head of Science



Purpose of the Role:

As a member of our small 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
6. Constructing, maintaining and repairing equipment
7. Trialling practical activities, particularly for coursework and controlled assessments
8. Providing technical assistance to teachers and students
9. Promoting awareness of health and safety in science lessons
10. Communicating telephone messages to students/teachers when the need arises; and
11. Any other duties as specified by the senior staff.

Knowledge of science would be an advantage but is not essential

Experience: some experience of laboratory work and basic ICT competency

Skills and competencies:

To be able to:

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



Person Specification

Person Specification	Desirable / Essential
Education	
Sound educational background including GCSE Maths and English (A*-C)	E
Background in science	D
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 and Physics	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.