



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Science Lab Technician For September 2020



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Address:	The Beacon Amersham Road Chesham Bois Amersham Bucks HP6 5PF
Telephone:	01494 736165
Email:	recruitment@beaconschool.co.uk
Website:	www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant

Thank you for your interest in the role of Science Laboratory Technician at The Beacon.

We are looking for a committed and enthusiastic scientist to support the daily activities of our Science Department. You would work in our new science labs and have access to the latest technologies working closely with the teaching team. We are looking to appoint for the Autumn Term, starting with us in September 2020.

Whilst we are ideally seeking a permanent member of staff to join our science team, we are also open to considering applications for short-term work on say a fixed term or internship basis. (When applying, please ensure you highlight to us on which basis you are seeking work).

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too. It also contains our exciting new 10 Year Vision.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role

Role:	Science Laboratory Technician
Hours:	30 hours a week (Monday to Friday inclusive) during term-time.
Reporting to:	Head of Science
Job purpose:	To prepare, set up and then clear away afterwards all materials needed for the teaching of Science and to support the daily activity of the Science Department.

Core Duties

- Making up solutions, assembling apparatus, delivering equipment to rooms, collecting, checking and returning equipment to stores, disposing of waste materials;
- Taking care of laboratory equipment and apparatus, carrying out and arranging for maintenance and repair of equipment;
- Stocktaking chemicals and/or equipment, obtaining materials by local purchase, placing orders and checking deliveries or invoices;
- Constructing and modifying apparatus;
- General laboratory cleaning, cleaning laboratory sinks, caring for plants, trialling practical activities, assessing risks for technician activities;
- Photocopying, laminating, filing, collating and binding, Science Department health & safety support and risk assessments;
- Providing technical assistance to trainee teachers, teachers and pupils;
- To assist in the development of schemes of work across all key stages.
- Carrying out demonstrations, assisting with field trips, checking laboratory services and equipment;
- Arranging Science Department electrical testing, horticulture;
- Assisting with Science clubs, Activities weeks, Open days, trips / visits, presentation evenings;
- Overview of Science Department Display Boards, Laboratory and Prep Room Design and Science cover lessons.
- To attend INSET and other relevant training and development, staff meetings, Speech Day and curriculum meetings if required
- To play a full part in the life of the school community, to support our distinctive mission and ethos and to encourage all our staff and boys to follow this example.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Key Requirements

(E) Essential (D) Desirable

Science degree (or equivalent) or studying for such (E)

Chemistry A level (or equivalent) (D)

Experience of lab technician work in a school up to GCSE and A level standard (D)

Proven experience in using relevant professional/specialist equipment (E)

The self-motivation and organisational skills to plan and provide a quality service without direct supervision (E)

Enthusiasm to work as part of a team and to work collectively towards a common purpose. (E)

Good oral and written communication skills in order to liaise with; advise and instruct staff and pupils, effectively (E)

Awareness and understanding of the Health and Safety issues relating to the work of a Science Department. (E)



The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be completed online. Alternatively, please send a copy of your completed Application Form and covering letter:

- by e-mail to: recruitment@beaconschool.co.uk
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Friday 26 June 2020**
Interviews will be held the following week.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

