



# Altrincham Grammar School for Girls

Cavendish Road, Bowdon, Altrincham, Cheshire WA14 2NL

INFORMATION PACK

VACANCY

BIOLOGY LABORATORY TECHNICIAN

## TERMS AND CONDITIONS OF THE POST

<b>Working Hours:</b>	Part time (2 days per week) term time only plus 5 extra days (pro-rata)
<b>Salary:</b>	Scale 5 (NJC points 12-17) £22,183 - £24,491 pro-rata (Actual starting salary £7,593)
<b>Required:</b>	As soon as possible
<b>Position Status:</b>	Temporary fixed-term contract until 31 August 2021

## ABOUT BRIGHT FUTURES EDUCATIONAL TRUST

*The best for everyone, the best from everyone*

Bright Futures Educational Trust (BFET) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Altrincham Grammar  
School for Girls  
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary  
Academy and Nursery  
BRIGHT FUTURES EDUCATIONAL TRUST



South Shore Academy  
BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount Academy  
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Melland High School  
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Rushbrook Primary Academy  
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Stanley Grove  
Primary Academy  
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools are their own entities and form one organisation and one employer, BFET. The BFET Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Board on our website: <http://bfet.co.uk/about-us/>

Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the BFET family work closely together. Our Strategy was developed collaboratively and is contained in this pack for your reference.

The Alliance for Learning is our Teaching School and partners with many schools across the North West, including our own. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. There are currently seven schools within the Trust. Our values of community, passion and integrity are at the heart of everything we do.

BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

The school is seeking to appoint a highly organised, enthusiastic and competent professional to work as part of a high achieving and forward-thinking science department in this prestigious school. Experience of laboratory management and IT skills are essential.

This position involves setting up and operating equipment for biology practical lessons. This will include the trial of new practicals in conjunction with the teaching staff, liaising with the other science technicians to ensure equipment is available and ordering of materials and equipment at key times of the year. The Biology Laboratory Technician will work as part of a team of five science technicians in school and will be available to support colleagues in general science technician duties. The successful candidate must be prepared to train as a first-aider.

The science department has thirteen laboratories, with the biology department's laboratories situated on the first floor. There is a science staffroom and each member of teaching staff has an allocated work area. Each laboratory in the school is equipped with a data projector and a networked computer. ICT is widely used to enhance effective teaching and learning.

### **Main Responsibilities**

- Be aware of the hazards and risks associated with having chemicals and biological materials on the premises and the problems of handling and working with them.
- Be responsible for your own safe working and be aware of issues of safety in procedures suggested by others. Use HAZCARDS and CLEAPSS and ASE publications appropriately.
- Ensure that chemicals are stored safely and securely.
- Dispose of waste chemicals and biological materials responsibly with reference to recommended guidelines.
- Label laboratory chemicals and biological materials with the appropriate hazard warning symbols and dates of purchase.
- Clear up chemical spillages safely and appropriately.
- Assume general responsibility for all resources and apparatus for biology lessons. Have an oversight of equipment booking and inform staff of any timetable clashes e.g. colorimeters.
- Distribute all class trays with appropriate materials to the labs at the start of each day and relocate to P6 at the end of the day.
- Organise trays for each class and teacher for each academic year and back-up trays for next topic worksheets throughout the year, ensuring that photocopied resources are produced in anticipation of their use.

- Check the laboratories (L3, L4, L5, L6 and L7) at the end of every day, paying particular reference to gas taps, water taps, windows and ICT equipment.
- Ensure that laboratories are locked when teaching staff are not present and that the chemical store is locked at all times.
- Test practical procedures for feasibility when requested.
- Maintain laboratory equipment, carrying out minor repairs and organising major repairs where appropriate.
- Maintain the annual audit of chemicals. Liaise with the Head of Department regarding the ordering of chemicals and apparatus.
- Maintain the records of textbooks issued to students. Put a school stamp and issue label into new books as they arrive.
- Record the arrival of new equipment and chemicals into the department. Return invoices to the office.
- Wash goggles every half term.
- Check the stock of stationery and liaise with designated technician if more is needed.
- Organise photocopying of material for lessons efficiently and cost-effectively and oversee its filing or distribution to classes. As new resources are compiled by staff, stream-line to minimise photocopying costs and copy numbers as required.
- Organise with the Reprographics Assistant the copying of end of term examination papers and distribute to staff as appropriate.
- Organise the storage of spare work sheets in filing cabinets, file away master copies where appropriate.
- Ensure that IT equipment is available for biology lessons when requested.
- Liaise with the Physics Technician regarding the booking of laptops and data loggers.
- Supply resources and apparatus as requested by science clubs.

### **Additional Responsibilities**

- Organise the biology prep rooms to provide a safe working and storage environment.
- Be aware of updates to safety information and relevant legislation.
- Communicate effectively with the other biology lab technician working using an agreed method.
- Make up of standard solutions for chemical practicals.
- Set up practicals and demonstrations.
- Advise staff on use of new or unfamiliar equipment.
- Assist with open evenings.
- Act as a first-aider.
- Compile orders. Monitor Biology Department purchases and petty cash accounts.
- Check and maintain Biology Department First Aid boxes.
- Make local purchases.
- Apparatus and chemical stock control.
- Maintain supplies of laboratory chemical stock consumables.
- Advise the Junior Science Technician on biology requirements.
- Ensure accident/incident forms are completed as appropriate and sent to the office.
- Arrange for classes to be moved between laboratories in accordance with teaching requirements and available laboratory facilities.
- Be aware of work left for absent science teaching staff and take control of finished work.
- Issue text books and maintain records.
- Assist with book return days.
- Make visual checks on all electrical equipment used in laboratories.
- Provide support in practical lessons as required.
- Report repair requirements to the Buildings and Estates Manager.

- Any other reasonable duties as requested by the Head of Science or Principal.

### **Absent Staff**

- Find out which member of staff is sitting for an absent colleague teaching biology, lock/unlock laboratories as required and ensure that all materials are available.
- Collect together teaching aids, books etc to be used for work for classes whose biology teacher is absent. On occasion, to use knowledge of syllabus to collate suitable work for a class subject to Head of Science or Head of Biology's approval.

### **Trainee Teachers**

- Provide support to trainee teachers with regard to health and safety, resources etc particularly when not teaching their main discipline.

### **School-wide Responsibilities**

- Being aware of and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.

### **Training and Development**

As a Teaching School, we are committed to the professional development of all staff. The Biology Laboratory Technician will participate in the school's appraisal arrangements and an experienced appraiser (line manager) will be appointed to assist in the laboratory technician's development.

### **Probationary period**

Your appointment is subject to a six month probationary period. At the end of this period, providing your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks written notice to resign from the post.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

Please return your application to Mrs C Williams at the school by midday on Monday 28 September 2020. Interviews are to be held in the week beginning Monday 5 October. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

### **ADDITIONAL INFORMATION**

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website.

AGGS is committed to safeguarding and promoting the welfare of children and young people. Any successful applicant will be required to undertake a DBS check by the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974.

### **Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications, Training.</i></b>	Relevant qualifications.	Experience in a school environment. A qualification in Science.
<b><i>Relevant experience.</i></b>	Experience of laboratory management.	
<b><i>Safeguarding</i></b>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. DBS clearance.	
<b><i>Knowledge, skills, abilities.</i></b>	Excellent oral and written communication skills. Excellent organisational skills. A total commitment to issues of confidentiality and ensuring that others do so. Ability to work efficiently at speed. Ability to be self-motivating. Ability to work under pressure. Ability to work as part of a team. Ability to plan, organise and prioritise work schedule. Physically agile. Very good ICT skills	
<b><i>Teaching School</i></b>	Willingness to share good practice with colleagues from other schools.	

<b>Others</b>	<p>Commitment to the aims and ethos of the school.</p> <p>Willingness to carry out duties at school afternoon or evening events and occasionally at the weekend.</p> <p>Willingness to train as a first-aider.</p> <p>Self-confidence and the ability to deal with difficult situations.</p> <p>A thorough, meticulous approach to all tasks.</p> <p>Smart, professional appearance.</p> <p>Ability to show tact and discretion.</p> <p>Willingness to represent the school.</p> <p>Willingness to be involved in extra-curricular activities.</p> <p>Flexibility and a willingness to be involved in change.</p> <p>Commitment to further training and development.</p> <p>A genuine commitment to improving the quality of provision for pupils in our school.</p> <p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with good humour.</p>	
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