



CITY OF LONDON
SCHOOL FOR GIRLS

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Senior science technician (one year
FTC)

The role

We are seeking to appoint a senior science technician to join our dynamic science department to provide efficient technical support to the team. This role also involves supervising the science technicians, ensuring safe working practices are implemented in compliance with departmental codes of safe working practice and health and safety legislation. The successful applicant will be enthusiastic, well organised and IT literate. Previous senior technician experience within a school environment is desirable.

This is an all year round role, offered on a one-year fixed-term contract with a salary of £42,750 - £47,620 depending on experience and qualifications.

Main duties and responsibilities

- Co-ordinate and deploy the science technicians to appropriate areas as required, for example to cover sickness absence and busy periods, as their principal departmental duties permit, liaising with the heads of the science departments and the director of STEM.
- Ensuring safe working practices are implemented in compliance with corporation policy and departmental codes of safe working practice and health and safety legislation/requirements and follow guidance. Inform heads of science and department of updates in health and safety.
- Manage departmental budgets, maintaining records of spending and ensuring appropriate allocation of costs via purchase order, purchase card and petty cash. Keeping accounts of purchases, invoices , deliveries etc. for auditing by heads of department.
- Act as representative for the science technicians in communications with teaching staff and management.
- Monitor and develop science technicians' abilities and competencies to ensure departmental requirements are being met. Arrange for appropriate training, induction, support and direction to duties.



Details of post

- Liaise with the director of STEM & keep them informed of departmental problems/progress
- Encourage and motivate the science technicians.
- Coordinating all periodic checks of services amongst technicians and ensuring completion within the department.
- Coordinate the maintenance of science department inventories. Allocate resources and track the movement/sharing of apparatus and equipment between science departments.
- Ensure the daily supply of teaching materials to laboratories when required by teaching staff.

Other Points

- Actively seek to implement and comply with the school's safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seeking to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times giving due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Health and Safety Reporting form and inform the Head of Health and safety.
- Informing the Health and Safety Reporting form and the Head of health and safety of any concerns regarding Health & Safety and safe working practices.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
- To undertake any other duties that may reasonably be requested appropriate to the grade.



Person specification

Professional qualifications/relevant education and training

- At least an A Level in a science subject/science technician qualification. (A)
- Good Level of IT skills (A)
- Qualified in 'Portable Appliance Testing' (A)
- Background training in 'health and safety for science technicians' (A)

Experience required

- Proven experience of working in a science laboratory. (A,I)
- Experience of ordering, stock control and account management. (A,I)
- Experience working in a school environment working closely with department heads, indentifying requirements for the department. (A,I)
- Managing departmental budgets, ensuring spending is within budget. (A,I)
- Experience delegating tasks to provide the best outcomes for the department whilst setting clear strategy, goals and desired outcomes for the team. (A,I)

Technical skills

- The ability to accurately estimate resources and time requirements required to achieve plans. (A,I)
- Highly organised and self-motivated with a 'can do' attitude. (A,I)
- Ability to proactively manage conflicting workloads for the departments, identify specific goals, prioritise, plan and organise work to meet deadlines. (A,I)
- Ability to provide input based on specialist knowledge for the day to day tasks in the science departments. (A,I)
- Uses logical and rational approaches to develop options and strategies to resolve issues. (A,I)
- Involves others in problem solving, seeking multiple perspectives and solutions. (A,I)
- Holds self accountable for adherence to the health and safety procedures and practices. (A,I)
- Takes responsibility for delivering own work and supervising the junior technicians. (A,I)

Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freeman's School, and City Junior School.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



How to apply

The closing date for this role is 9am on **Thursday 17 April**. Interview dates are to be decided.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

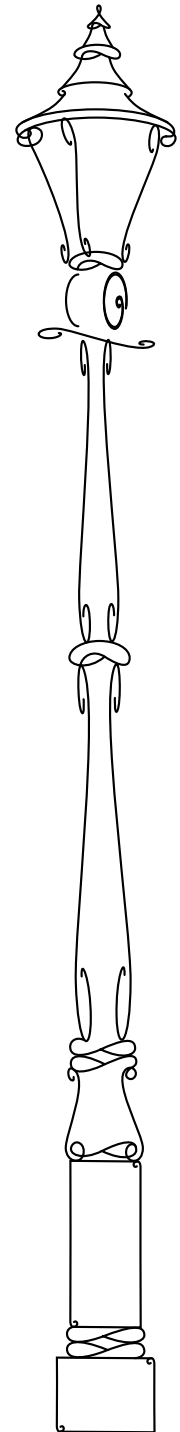
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



Our school and our values

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will *ready* our pupils in five key areas:



[Our strategic development plan can be read in full on our website by clicking this link.](#)