



CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of
Science technician (one year FTC)

The role

We are seeking to appoint a science technician to join our dynamic science department in preparing laboratory materials, maintaining equipment, and ensuring a safe and effective learning environment. Responsibilities will include setting up experiments, managing inventory, and providing support during lessons. The successful applicant will be enthusiastic, well organised, IT literate and able to work independently and as part of a team. Previous school experience is desirable.

This role is term time only plus ten days, offered on a one-year fixed-term contract with a salary from £30,885 per annum depending on experience and qualifications.

Laboratory technicians are required to ensure the smooth running of the science faculty, by providing equipment, help and assistance to the teaching staff. They are responsible to the head of the relevant department but are expected to work as a team; helping in other subject areas when necessary. The work will vary due to a number of factors, including the nature of science teaching being undertaken, changes in the specifications, qualifications and experience of the technician concerned.

The position may be modified from time to time due to changes in circumstances but with the knowledge of and discussion with the present holder. Technicians must follow the faculty's health and safety policy and be aware of the need to make risk assessments at all times. They should use all available safety equipment as appropriate



Summary of responsibilities

- Preparation of lessons: collection, assembly and setting out of apparatus and chemicals, clearing away, correct washing-up of the apparatus, undertaking the proper disposal of waste chemicals, biological materials and broken apparatus in accordance with the faculty's risk assessment.
- Preparation of standard stock solutions.
- Inspection, maintenance and storage of apparatus and materials (including organisms).
- The periodic checking of services within the department for defects and reporting them to the senior technician.
- Organise, through the senior science technician all safety checks for their department as detailed in the faculty's risk assessment and to keep records of these checks.
- Stock taking and preparing lists of apparatus and materials needed.
- Handling confidential materials for internal and external examinations, organisation and set-up of examinations under conditions of strict security.
- Using computer hardware and software, e.g. Office 365 products including Excel.
- Setting-up and checking delicate instruments e.g. balances and microscopes.
- Obtaining materials for lessons from local sources e.g. butchers.
- Ensuring the laboratories are fully stocked with standard apparatus and that the laboratories and preparation rooms are clean, reporting any shortcomings to the senior technician and director of STEM.
- Keeping up to date with current safety guidance and informing the heads of biology, chemistry, and physics, and senior technician, of any changes needed to risk assessments.
- Ensuring that at the end of the school day, gas supplies are turned off and, except where teachers are working, rooms are locked.
- Attending support staff, team, departmental or faculty meetings when required
- To take on duties and responsibilities as allocated by the senior technician or heads of biology, chemistry, and physics or director of STEM.
- Actively seek to implement the City of London Corporation's Occupational Health and Safety and Wellbeing Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London Corporation'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

- Degree in biochemistry, and / or equivalent laboratory experience. (A)
- Minimum Grade A-C in A-level Science required for the post (Biology/Chemistry/Physics) or equivalent (A)

Experience required

- Experience in handling lab equipment (I), (T)
- Experience of working in a laboratory (I)
- Experience of biology / chemistry practical lesson preparation up to and including A Level or equivalent (A), (I) & (T)
- Knowledge and understanding of lab safety, and a demonstrable commitment to the safety and welfare of children (I)
- Knowledge and understanding of Health and Safety requirements for laboratories, (A / I)
- Knowledge and understanding of basic Word and Excel skills, (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.

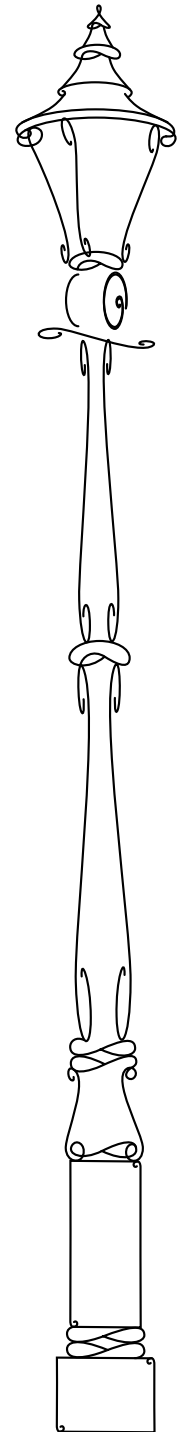
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

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.](#)