



SHERBORNE



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INTERNATIONAL

JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

Job Title: SCIENCE LAB TECHNICIAN (temporary – ad hoc hours as mutually agreed)

Contract: Temporary Contracts:
to support our summer courses, 3 – 19 July 2023 (to include 2-day induction training), comprising at least 3 hours a day. Knowledge of all sciences desirable.

Location: Sherborne International

Line Manager: Lab Technicians are line managed by the Academic Manager and work closely with the Science department.

Remuneration: £13.44 per hour. Hours worked until approximately the 20th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Meals may be taken in the school dining room during working shifts.

Holiday: In view of the requirements of the course, holiday leave cannot be taken during the period of temporary employment.

Lab Technicians are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid at the end of each contract.

Hours	Minimum 15 hours per week. Hours of work are likely to be 9:00am to 12:00pm Monday to Friday. Some flexibility in hours and times of work will however be required from time to time.
Probationary Period:	In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All contracts are subject to a one-week notice period by either side.
Medical Fitness:	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
DBS Disclosure (Police Check)/References:	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Post-holder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or who attend the courses, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

Main Purpose

Supporting the Summer Course Teachers of Biology / Chemistry / Physics to provide assistance and information as required in the preparation of resources for practical lessons that meet both the Health and Safety standards of the school and the requirements of the classes involved.

The Science Technician must work within the guidelines indicated in the Science Department Safety Policy and follow the local safety routines of the Science Department. They may be asked to undertake other related tasks as directed by the relevant Head of Department or the Academic Manager.

CORE DUTIES

Practical Activities

Assist teaching staff on a day to day basis by:

- Preparing solutions/chemicals.
- Setting up equipment for demonstrations or pupil use.
- Delivering equipment to rooms as requested and ensuring safe removal and return of equipment to its normal location. (See note (i) below.)
- Disposing of waste materials safely.
- Collecting, checking and returning equipment to stores.

- Washing glassware and other equipment and re-circulating.
- Removing damaged equipment and organising appropriate repair or disposal.
- Preparing biological materials including Agar plates / microscope slides.
- Ensuring that routine and non-routine cleaning of laboratories is carried out to the required standard including cleaning of sinks.
- Ensuring adequate supplies of reagents, soap dispensers, towel rolls, plastic gloves, tissues, eye wash and distilled water in the laboratories.

Note (i): Some science lessons may be taught in general teaching classrooms. This means that the range of practical activities that are appropriate and safe are limited by the environment. The technician should seek the guidance of the relevant head of department concerning requests for equipment / practical activities in general teaching classrooms.

Equipment and Maintenance:

- Responsibility for supporting health and safety including (but not limited to) risk assessments, storage of equipment, electrical testing, chemical storage, maintenance of laboratories, acting as a Fire Marshal.
- Responsibility for liaising with the school domestic team, estates staff, PAT inspector and radioactivity inspector as required.
- Checking Laboratory services and equipment, to include visually checking electrical equipment, Bunsen Burner tubing, eye protection equipment and maintain laboratory first aid kits.
- Order chemicals and other scientific equipment as requested by the head of department or individual teachers. This will also include obtaining materials by local purchase (e.g. Lungs / Hearts for Biology).
- Liaise with the school finance team to monitor expenditure and ensure budgets are adhered to.
- Maintain a stocklist of chemicals and perform an annual inspection of stored substances. Date and label (including hazard labels) and correctly store all incoming reagents and materials.
- Repairing or modifying equipment as required and organising the external repair of equipment when needed (to include obtaining estimates to ensure that a repair is economically viable).

Other General Duties:

- Provide technical assistance to teachers, where necessary, with guidance from the relevant head of department.
- Keep up to date with health and safety guidance and advise teaching staff as required.
- To work with teaching staff when designing and planning new practical activities and to give guidance when producing risk assessments for new activities.
- To undergo the general training required by the school as detailed in the table below.
- Such other duties as are, from time to time, agreed.

Qualifications and Experience:

- Previous experience in a Scientific/Physics/Engineering/Technician role essential.
- An interest and enthusiasm for Science essential.
- Working knowledge of COSHH/CLEAPPs regulations essential.
- Relevant professional technician qualifications desirable.
- Working knowledge of Microsoft Office applications, especially Word and Excel.
- Relevant health and safety qualifications and a familiarity with the production of risk assessments.
- Ability to solder and carry out basic repairs desirable.
- Experience in general maintenance of Laboratory equipment, including microscopes, desirable.
- Ability to work as part of a team and be able to manage and direct staff.

Training Requirement for Lab Technicians – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
There is a compulsory induction (paid) for all staff on 3-4 July, attendance on these days is required.	Dependent on start date
Safeguarding (Child Protection) and Prevent Training	During induction days
Health and Safety and Fire Awareness	Induction days or online
Manual Handling	Induction days or online
Display Screen Equipment (DSE) user	Induction days or online
Fire Marshal	Induction days or online
Training with Line Managers	Induction days and in daily meetings
First Aid Training is likely to be offered at some stage before or during the employment	

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Prep School, Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

Pension:

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of three months' service. Where eligible, the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

Method of Application

Please complete the Sherborne School Group Application Form and submit to hr@sherborne.org by the closing date.

Closing date: 9am on Friday 9 June 2023

In the event of any queries please contact:

Dave Shaw, Director of Short Courses

Sherborne International

Tel: 01935 814743

Email: sam.belgeonne@sherborne.org