



# ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School



## School Technician

Recruitment Pack

March 2017



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## An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which delivers a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. We believe that every child deserves the right to succeed in education whether they are aspiring for A\* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of pastoral support or the quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.

Arnold Lodge is a wonderful place to work. The school's community atmosphere and family values mean that it truly is an enjoyable environment in which to work.

## Arnold Lodge's Core Ethos

1. Every child in school should feel happy, safe and confident.
2. Every child should know their strengths (whatever they may be) and be valued for those strengths.
3. Every child should make the most academic and pastoral progress they can in a supportive and positive environment.

At Arnold Lodge, we believe that every child deserves access to an outstanding education. We believe that children are worth more than an entrance examination and it is for this reason we are an academically non-selective school. Some children will achieve a full set of A\* and they will do so in an environment where they are valued for more than their hard work and intelligence. For a different child, attaining a D grade in English might be a huge achievement and this achievement, the strengths of that child, should be valued just the same. Academic study at Arnold Lodge is not about percentages and statistics: it's about the individual pupil and helping them to attain the very highest they can.

School is about so much more than classroom teaching, of course. Our non-selective approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge.



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## School Technician

**Salary: £12,500**

**Interviews: Immediate on application**

**Job Start: ASAP**

**The Post:** This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we are looking for a talented and experienced Laboratory Technician to take responsibility for the technical support of Science, and Food Technology in the school, this role represents an exciting and unique opportunity for a dynamic and inspirational individual with strong motivation and communication skills. Previous experience as a laboratory technician or working within a Science department in a school environment would be of benefit to this role.

If you'd like to know more before applying please contact us via [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) / 01926 778050 or visit [www.arnoldlodge.com](http://www.arnoldlodge.com) for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

**Applications:** Applications should be addressed to the Deputy Head - Pastoral, Miss P Partridge. Applications by email are acceptable, please send these to [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) all applications must contain the following:

- A fully completed application form (found on the school website – [www.arnoldlodge.com](http://www.arnoldlodge.com) – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vita **in addition** to the elements outlined above, they are not required to do so. We reserve the right to close this application at any time should a suitable candidate be found and so we encourage early applications.



## Job Description – School Technician

Job Title	School Technician
Summary of the Role	To provide technical support to the Science and Food Technology departments within the school in their delivery of practical lessons.
Line Manager	STEM Faculty Co-ordinator
Liaising with	SLT, ELT, Teaching and Support Staff
Key responsibilities: Science responsibilities	<ul style="list-style-type: none"> <li>To oversee the inventory of Science equipment and stock control in order to maintain a supply of equipment for teaching use. Order stock as directed by the Subject Leader/Head of Department so that resources are adequate for lessons</li> <li>To receive and check deliveries of supplies to ensure accuracy from suppliers</li> <li>To liaise with equipment providers to ensure good quality provision and value for money</li> <li>To procure biological consumables, i.e. fruit, hearts and other perishable items as necessary, ensuring they are stored and later disposed of in a safe, hygienic and secure way, and maintain long term experiments.</li> <li>To prepare (and where appropriate manufacture) teaching materials as required to ensure effective support for teaching staff in the Science across the whole school.</li> <li>To repair, maintain and store equipment in order to guarantee safe and effective upkeep</li> <li>To set up science experiments in advance of lessons when required</li> </ul>
Food Technology	<ul style="list-style-type: none"> <li>To oversee the inventory of Food Technology equipment and ingredients in order to maintain a supply of equipment for teaching use. Order stock as directed by the Subject Leader/Head of Department so that resources are adequate for lessons</li> <li>To receive and check deliveries of supplies to ensure accuracy from suppliers</li> <li>To liaise with equipment providers to ensure good quality provision and value for money</li> <li>To repair, maintain and store equipment in order to guarantee safe and effective upkeep</li> <li>To ensure the cleanliness of the equipment and appliances used in Food technology lessons.</li> </ul>
Classroom/Practical Support	<ul style="list-style-type: none"> <li>To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved</li> <li>To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff</li> <li>To support students in the classroom environment to assist in the learning process where appropriate</li> <li>To assist classroom teachers as directed to produce creative classroom displays that can be used to enhance classroom practice</li> </ul>



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	<ul style="list-style-type: none"> <li>To ensure high standards of Health and Safety are maintained at all times.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>General administrative functions as and when required</li> <li>To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head of School or School Business Manager</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.

## Person Specification – Science Technician

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs at A*-C with English and Mathematics</li> <li>FE qualification in at least one Science subject</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a laboratory</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school</li> <li>Experience of preparing chemicals and/or biological reagents</li> <li>Experience of maintaining technical equipment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Highly ICT literate and knowledge in the use of Microsoft Office</li> <li>Highlight organised, self-motivated and able to work independently</li> <li>Diplomatic and able to work collaboratively with colleagues</li> <li>Ability to work to deadlines</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>A 'can do' and helpful attitude</li> <li>Ability to work flexibility</li> <li>Be prepared to support other wider school functions</li> <li>Willingness to take on additional training</li> <li>A professional manner</li> </ul>	<ul style="list-style-type: none"> <li>Flexible with an excellent work ethic</li> <li>A sense of humour and a positive attitude</li> </ul>



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## Conditions of Appointment

### **Hours of Appointment**

This is a permanent, full time position for 37.5 hours a week, Monday to Friday 8:00am-4:30pm during term time, including all staff INSET days. This includes a 1 hour lunch break.

### **Notice Period**

During the probationary period, the period of notice will be one week on either party. The probationary period will run for 6 months. After this time, the notice period will be 4 weeks.

### **Statutory Checks**

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)