



Meole Brace School

Learning - Respect - Success

Applicant Information

Part Time Laboratory Technician

(9 hours per week to be discussed at interview)

To start 4th September 2024





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May 2024

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Laboratory Technician. We are seeking a highly motivated and effective member of staff to join our Science Department.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace Schools are 'Achievement, Respect and Community'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Wednesday 5th June 2024 at 12 noon.

Yours sincerely,

Mr Alan Doust
Headteacher



Headteacher Alan Doust

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

"It has an enviable reputation for caring for its pupils and for knowing them well"

"Pupils at the school are happy, attend well and work hard"

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

Parent Survey



Science Department

There are 12 members of teaching staff within the Science Department supported by 6 qualified technicians. We are lucky enough to have 10 large science laboratories which are bright and modern offering scope to do lots of experimental work. We also have 1 teaching room which will become a lab in the future.

All full time teachers have their own Science laboratory and we operate a rota for KS4 teaching in a classroom to allow all classes to do practical work. All laboratories are fitted with interactive whiteboards, a PC and are fully equipped for practical work, including access to a fume cupboard, class sets of locktronics and microscopes. We also have a Science photocopying room/work space and a further office/ workspace. In addition, we have access to ICT rooms in the school, by online booking.

Outside, we have an extensive wildlife area with a large pond with dipping stations and different habitat.

In the spring and summer months, students will be outside carrying out fieldwork to support their studies.



Science Department—Cont'd

In year 7 students are taught in mixed ability classes, and in years 8 to 11 students are set in ability bands which are reviewed throughout the year. We have approximately 270 pupils per year group and they are taught in half year groups at KS3 but at GCSE they come into the department as a whole year group. At KS3, pupils are taught science for 6 x 1 hour lessons per fortnight, 2 biology, 2 chemistry and 2 physics lessons with 3 specialist teachers. This increases to 10 hours at KS4 for those students taking Combined Science. Separate science students get 15 lessons a fortnight in Year 10. In Year 11 combined science have 9 hours and separate sciences have 14 hours. This is a very popular option for KS4 students at Meole Brace School. Many of these students will go to study A-levels Sciences at the local sixth form college.

Students sit exams in AQA combined science (trilogy) or separate science biology, chemistry and physics. Several of the team are exam markers for AQA.

We are a well-resourced department; we subscribe to several science specific websites as well as having many other paper materials and equipment. Schemes of Work indicate the skills, objectives and suggested activities which need to be taught and offer supporting materials. Work collaboratively and share resources to ensure students gain a good science education.

All members of the department are expected to be able to teach across the whole age and ability ranges. Currently Year 7 are taught 'Science' by either 1 or 2 teachers depending on the timetabling. In Year 8,9,10 and 11, classes are taught as biology, chemistry, physics classes. The majority of the time teachers are teaching in their first choice subject. All staff may be asked to teach 2 out of 3 disciplines for KS4 combined science.

We currently run GCSE revision sessions, a popular STEM club, an environmental group looking after the wildlife area, medical club and GCSE Astronomy. Enrichment opportunities include: Biology fieldwork at Borth on the Welsh coast, KS3 trip to The Big Bang STEM event and GCSE Science LIVE. Any interest in increasing our extra-curricular provision would be welcomed.





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Advertisement – Laboratory Assistant

Grade 5

£12.39 — £12.59 per hour (£4,859—£4,941)

9 hours per week to be discussed at interview

Term Time only

Required to start 4th September 2024

We are looking to appoint an energetic and enthusiastic individual to join our Science Department at Meole Brace School.

The successful candidate will need to have good communication skills and be willing to show flexibility when working as part of a team. They will also need to show an understanding of and commitment to supporting the needs of our students.

Visits are welcomed. We are very proud of our school and would like the opportunity to share it with you on a normal working day.

Further information about the school and an application pack visit our website: www.meolebrace.com. Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Wednesday 5th June 2024 @ 12 noon

Interview date: Wednesday 12th June 2024

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Headteacher Alan Doust

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Job Description – Laboratory Technician

Details of Post

- ▶ Laboratory Technician
- ▶ School/ Federation/ Academy/Trust:
- ▶ Reporting to: Head of Department
- ▶ Main Workplace: Science Department
- ▶ Grade and SCP: Grade 5 (SCP 6-7)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Under the instruction/guidance of senior staff: Provide general support in a specific curricular/resource area, including the preparation and maintenance of resources and support to staff and pupils.

Principal Duties and Responsibilities

1. Support for pupils

- ▶ Support pupils in accessing learning activities under the guidance of the teacher
- ▶ Provide feedback to pupils in relation to progress and achievement

2. Support for the teacher

- ▶ Create and maintain a purposeful, orderly and productive working environment
- ▶ Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- ▶ Maintain records as requested
- ▶ Ensure the health and safety and good behaviour of pupils at all times
- ▶ Support routine tests and examinations
- ▶ Provide clerical/administrative support
- ▶ Assist with the training and development of junior staff
- ▶ Assist in the development of lesson/work plans, administration of coursework, work sheets etc.





Job Description – Laboratory Technician

3. Support for the curriculum

- ▶ Monitor and manage stock and supplies, cataloguing as required
- ▶ Maintenance of specialist equipment, check for quality/safety, undertaking repairs/modifications within own capabilities and report other damages/needs
- ▶ Demonstrate and assist others in safe and effective use of specialist equipment/materials
- ▶ Undertake structured and agreed learning activities

4. Support for the school

- ▶ Assist with the supervision of pupil activities out of lesson times e.g. clubs, extra-curricular activities

5. Responsibilities

- ▶ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- ▶ Be aware of and support difference and ensure equal opportunities for all
- ▶ Contribute to the overall ethos/work/aims of the school
- ▶ Appreciate and support the role of other professionals
- ▶ Attend and participate in relevant meetings as required
- ▶ Participate in training and other learning activities and performance development as required

6. Safeguarding

- ▶ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

7. Data Protection and other statutory responsibilities

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff

8. Other duties

- ▶ Any other duties that the Headteacher, EHT/CEO/Governing Body/Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified

9. Review and Signatures

- ▶ This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements





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Job Description – Laboratory Technician

Job Description and Person Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager: **Date:**





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Person Specification – Laboratory Technician

	Essential	Desirable
Qualifications	Good Standard level of education 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification) or NVQ Level 2 or equivalent	First Aid qualification
Work or relevant experience	General technical/resource support Keyboard/computer skills	Experience of working in an educational setting or other relevant environment
Knowledge and understanding	Good numeracy and literacy skills	Knowledge of a particular subject/technical area
Skills and Abilities (relevant to post)	Good ICT skills	Use of relevant equipment/resources
Personal Qualities	Good communication skills Ability to relate well to children and adults Ability to work well as part of a team Flexibility and reliability	

