



SIR JOHN NELTHORPE SCHOOL

Headteacher: Mr R. Biglands BSc

Dear Candidate

**Science Technician – 32 hours per week over 5 days, part time, term time only.
Initially on a 12-month fixed term contract from March 2021**

Thank you for your interest in this post. I have enclosed some information that you may find helpful should you choose to apply.

- Job description
- Employee specification
- Application form

The successful candidate will ideally have up to A Level science, or previous experience working in a science environment; although, whilst this is desirable, it is not essential.

Duties and responsibilities will include:

- Preparation of chemicals, materials and equipment for lessons as requested by teaching staff (up to A-level standard)
- Following safe practice regarding the preparation, usage, storage and disposal of chemicals and equipment
- Setting up, cleaning and putting away of apparatus including maintenance and repair as necessary
- Maintaining a safe working environment in laboratories and Preparation Rooms
- Stock control and other administrative tasks to ensure the smooth running of the department
- Setting up displays around the laboratories. Your main functions will be to work directly within the Science faculty, providing a support service to the teaching staff.

This post is a part time post, working a 32 hours per week over 5 days, term-time only. Within the application form please outline your suitability for the post. This should include:

- How your work experience has prepared you for this post
- What qualities you feel you have that would make you successful in this role
- How you feel that you could contribute to the administrative team
- Why you are applying for this job.

Candidates are advised to read the job description and person specification carefully before applying. It is likely that the successful candidate will have significant experience of working in a busy environment which may be school based.

If you have any questions regarding the post please feel free to contact Dr S Turner via email to admin@nelthorpe.org.uk or calling 01652 656551 prior to applying.

If you feel that you have the necessary skills and experience for this post I look forward to receiving your application by **9:00am on Wednesday 10th March 2021.**

Yours sincerely

Mr R Biglands
Headteacher