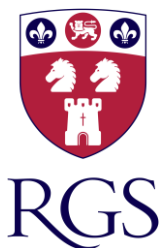


**SCIENCE  
LABORATORY  
TECHNICIAN  
JOB  
INFORMATION**



RGS



## SCIENCE LABORATORY TECHNICIAN

The Royal Grammar School, Newcastle Upon Tyne  
To start as soon as possible

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### THE POSITION

We are looking for an enthusiastic and dynamic scientist to join us in delivering high quality practical lessons and demonstrations within a flagship academic department.

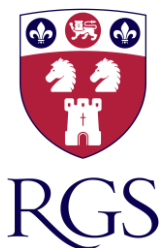
As a key member of the technician team, you will work with our large and friendly teaching staff to support science learning through practical activities and the use of modern technology. You will play a key role in developing practical resources, preparing and delivering practical materials, and maintaining the state of our superb laboratory facilities. In addition, there is the potential to help with learning support, classroom demonstrations, PAT, and facilities maintenance.

The successful candidate will be based primarily within the Chemistry Department but will be expected to support across the sciences and the school.



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Job description: Science Laboratory Technician  
Closing Date: 9.00am Monday 9<sup>th</sup> January 2023  
Contact: Paul Emmerson [p.emmerson1@rgs.newcastle.sch.uk](mailto:p.emmerson1@rgs.newcastle.sch.uk)



## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other extra-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of approx. 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the City, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.

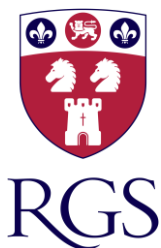


## THE PEOPLE

The Science Laboratory Technician will work under the general direction of the Senior Technician, who reports to the Head of Science and EDT. For day-to-day duties, technicians also take directions from the heads of each department (Chemistry, Biology and Physics).

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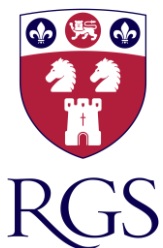
## MAIN DUTIES AND RESPONSIBILITIES

The following is a general list of the duties and responsibilities of the Science Laboratory Technician. This list is not exhaustive, and the successful candidate will be expected to carry out all duties, now and in the future, normally associated with a Science Laboratory Technician:

- To liaise with the Senior Technician, Heads of Department and other department colleagues and technicians for the effective delivery of all science teaching.
- To maintain the daily routine in all prep rooms in order to meet the practical requests of staff, including assistance with keeping prep rooms stocked and in good order.
- Clearing and washing up at the end of lessons; returning all equipment to the prep room or storage area as appropriate.
- To ensure that all equipment is maintained, clean and safe to use and any defects reported immediately.
- To check the laboratories to ensure that they are clean and fully stocked.
- To help develop new resources, practicals and equipment as requested by Heads of Departments.
- To help with day-to-day duties such as photocopying, laminating, ordering equipment and repairing damaged equipment where possible.
- Help conduct half termly lab checks and report problems regarding labs, fume hoods and equipment. Help ensure the laboratories (including sinks) are regularly cleaned and that the gas taps and electric sockets are regularly checked for foreign objects inserted into them. Report issues to your line manager.
- Keep prep rooms clean and tidy ensuring a safe environment for all staff.
- Dispose of waste materials appropriately.
- To be flexible in working practices and be able to help in any department if required to do so and wherever possible attend INSET courses by mutual agreement with the Senior Technician.
- Assistance with the effective implementation of Health and Safety policies and procedures.
- Assistance with occasional evening or weekend activities, e.g. Open Mornings and Induction Days;
- Help to supervise school science trips.

- Assist teachers, when requested, in carrying out risk assessments for demonstrations and practicals and keep a log of all risk assessments.
- Ensure that statutory health and safety regulations and safe practice are complied with in all aspects of the work and be proactive in monitoring and ensuring compliance.
- Support pupils and teachers in and outside the classroom.
- Help to support IT issues in and outside the classroom.
- Help with PAT across the school, after appropriate training.
- Support activities across the school in order to ensure the most effective organization and delivery of learning, and
- Other appropriate duties as deemed necessary from time to time by the Senior Technician or Head of Science and EDT.
- In addition, the Laboratory Technician will be:
  - Required to attend regular technicians' meetings.
  - Required to undertake appropriate induction, training and professional development activities; and
  - Encouraged to take part in the wider life of the school.





## QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

### Essential

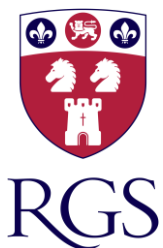
- A university degree in a relevant science subject

### Desirable

- Experience of working in a school environment
- Experience in laboratory work

### Personal Attributes

- Works well as part of a busy and ambitious team, keeps members up to date with progress and works flexibly according to demands of the team.
- A willingness to learn the skills associated with supporting the teaching of science subjects.
- An interest in working with and supporting the education of young people.
- Practical and logical; able to solve problems quickly.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- An understanding of the need to adhere to policies and procedures, some of which are legal requirements.
- Commitment to contributing to the continued success of science teaching in the school.
- An understanding of the wider issues and responsibilities associated with working amongst young people in an education environment.
- Commitment to the efficient and safe running of the school; and
- An understanding of health and safety issues.



## MAIN TERMS AND CONDITIONS

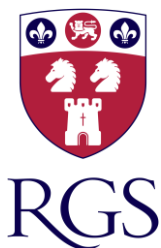
- This role is term time only plus one staff day, which will be the compulsory safeguarding training at the start of each academic year (date varies each year).
- This is a permanent role.
- The post will report to the Senior Technician, who in turn reports to the Head of Science and EDT.
- The salary for this role is in the region of £18k (Full Time Equivalent of c£22k) and will be pro rata to reflect the term time only status but will be reviewed in line with relevant qualifications and experience.
- RGS staff salaries are reviewed on 1<sup>st</sup> August each year.
- Working hours will be 37.5 hours per week, 8.30am – 4.30pm, Monday to Friday during term time, with a 30-minute unpaid lunch break.
- Holidays – This role is term time only. The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff. These Holidays are pro rata'd to reflect the term time only working arrangement. Holiday pay is incorporated into the annual salary and is split evenly over 12 months.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.
- During term-time, staff are provided with a free lunch, if on site.
- For Support staff we offer a support staff pension scheme with Aviva and on receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme. Details of the scheme will be provided on appointment.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child protection and Health and safety, a copy of which will be made available.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- There is a staff car park on site with limited spaces available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.

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Closing Date: 9.00am Monday 9<sup>th</sup> January 2023

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- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.

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## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

If you have any queries or would like to arrange a visit to the school, please do not hesitate to email or to call Paul Emmerson (Senior Technician) on 0191 281 5711.

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Monday 9<sup>th</sup> January 2023.

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2022).

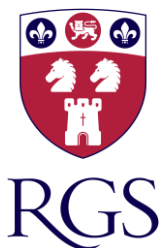
### Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex,

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gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

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## CONTACT DETAILS

Royal Grammar School Eskdale Terrace Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

[www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)

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