



WINDERMERE  
SCHOOL  
FOUNDED 1863

CANDIDATE INFORMATION  
*Laboratory Technician*



## ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

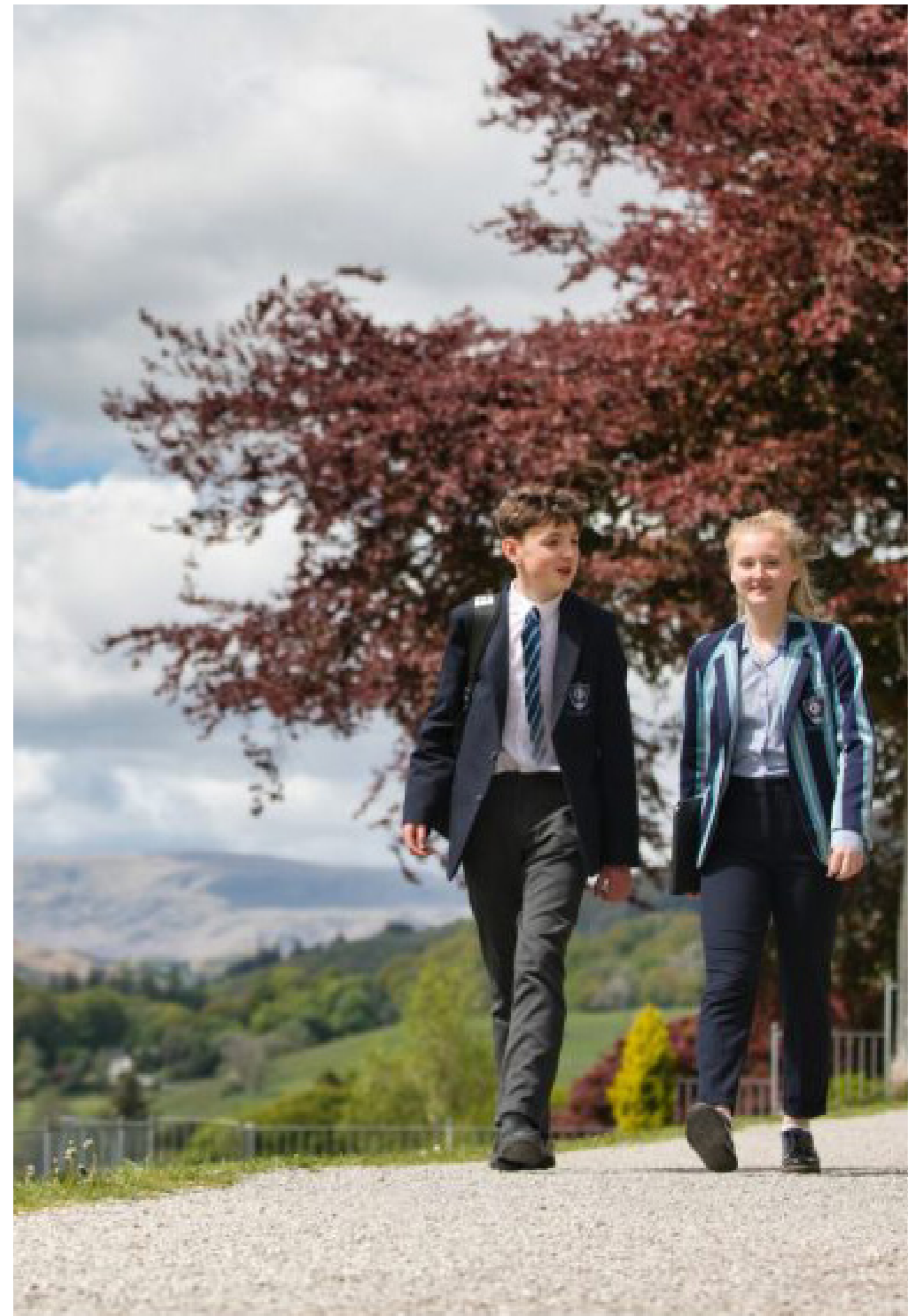
If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School represents a unique blend; the majesty of the landscape alongside a dynamic and progressive curriculum that delivers a synergy of place and concepts necessary for truly holistic education. I aim to shape a dynamic forward-thinking school that will be renowned for providing the deep thinkers, leaders and innovators needed for the future.”

- Mr Thomas Hill, Headmaster



# LOCATION

## Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

## Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

## Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini-roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



# SUMMARY OF THE ROLE

## Job Title

Laboratory Technician

## Reporting Line

The Head of the Science Department, with a functional responsibility to other members of the Science Staff for work associated with their subjects.

## Closing Date

9am Monday 20 June 2022

## Interviews

Week commencing 20 June 2022

## Hours

The position is 37 hours per week for 42 weeks of the year. These hours could be negotiable and this will be discussed at interview.

## Actual Salary

£10.50 per hour, £18,689 per year

## Start Date

September 2022

## Overview

The school requires an organised, eager Laboratory Technician to support the Science department to help will the smooth and efficient preparation/delivery of pupils' learning across our Senior School Campus (11-18). Applicants need to have good literacy, numeracy, computer, and interpersonal skills.



# JOB DESCRIPTION

## PURPOSE AND BACKGROUND

This position provides important support services for the School's Science Department, comprising six full and part-time teaching staff. The Science Department educates students to IGCSE and International Baccalaureate Diploma standard and relies heavily on the Science/Laboratory Technician(s) to underpin teaching with the following key services:

- Providing equipment, materials and physical assistance needed in the Science laboratories for practical lessons.
- Maintaining stocks and records, and carrying out other tasks such as maintenance, cleaning equipment and storage areas in support of the Science Department.
- Advising staff on matters relating to Health and Safety and to taking on responsibility for specific roles detailed separately in the Science Department Safety Policy.
- Supporting a wider remit to help recruit and retain students through, for example, assisting at School and public events, including Open Days (some of which are at weekends).

## DUTIES AND RESPONSIBILITIES

To assist with the duties and responsibilities below:

- Checking the security of the laboratories each morning and evening. Inspecting heating and adjusting accordingly.
- Reviewing equipment requests at least 24 hours before a lesson and resolving any clashes with Science Department staff.
- Preparing equipment requests, checking apparatus works safely, and delivering resources for lessons as requested.
- Clearing away apparatus etc promptly after use and returning everything to its place.
- Washing safety glasses, goggles, etc. Ensuring that nothing is put away dirty.
- Undertaking minor repairs, where necessary eg battery and bulb replacements. Making arrangements for faulty equipment to be repaired.
- Collecting parcels, new exercise books etc, from Reception. Unpacking orders. Checking contents. Storing safely.
- Answering the telephone in the Prep Room. Passing on messages, if required.
- Undertaking regular maintenance of all equipment in the Science Laboratories so that practical lessons run smoothly. Equipment requested for lessons must be available promptly.
- Keeping up-to-date records of all stock, chemicals, apparatus etc held in the Department. Noting equipment that may need replacing and bringing it to the attention of the Head of Science.
- Keeping both Prep Rooms clean, tidy and well organised so that the stored equipment is easy to find. Pupils are not allowed into the Prep Rooms unless a member of staff is present. Cupboards and drawers in all laboratories should be kept clean, tidy and labelled correctly with their contents.
- Storing all chemicals and equipment in accordance with appropriate regulations.

- Showing initiative and trying to anticipate possible problems that may arise as a result of the movement of equipment between laboratories. A copy of the timetable for each member of the Science staff should be displayed in the Prep Room so that room changes can be arranged quickly. A copy of the rooming for the day should be displayed in the Prep Room.

- Providing technical support to the Science lessons in the Outdoor Classroom:
- Including lighting the fire in advance of the lesson.
- Delivering and collecting equipment.

- Providing technical support for Senior School staff operating at the Elleray campus.

- In liaison with the Head of Science, seeking out and attending courses on safety and other relevant subjects, reporting back to the Head of Science on completion.

- After a lesson has finished and at the end of the day:
  - Returning all chemicals and apparatus to their correct storage locations.
  - Checking and emptying waste bins and disposing of any used perishables.
  - Disposing of broken glassware safely.
  - Checking, removing and cleaning all sinks so they are clear of debris and allow water to run freely.
  - Checking all side benches in all laboratories are clean and tidy, ready for the following day. Refilling paper towel dispensers if needed.
  - Checking and, if necessary, contacting the School Nurse to replenish First Aid boxes in each laboratory.
  - Locking teaching and storage rooms.

- Carrying out reasonable tasks as asked by the Head of Science or Science colleagues to improve the learning experiences of pupils within the school.

- Undertaking other tasks as agreed with the other full-time laboratory Technician or Head of Science, for example, research for the ordering of replacement or additional equipment.

- Use IT skills (Word, Excel etc) as required to enhance the teaching and learning of pupils, and the efficient running of the department.

- Carrying out regular jobs in the separate laboratories:
  - Keeping stored equipment well organised and easy to find.
  - Clearing, cleaning and wiping over all work surfaces including side benches and the teacher's bench.
  - Keeping distilled water bottles topped up.
  - Checking contents of reagent bottles, museum jars and refilling, when necessary.
  - Checking and cleaning contents of microscope boxes and slide cabinet.
  - Preparing solutions according to instructions.
  - Making simple models and simple pieces of glassware.
  - Keeping fume cupboard tidy and clean. Disposing appropriately of chemicals/ apparatus left in the fume cupboard.
  - Ensuring that there is always a supply of common acids/alkalis and other chemicals stored under the side benches as agreed with the Head of Science.
  - On receipt of ordered chemicals, dating them before putting in stock.
  - Being aware of the regulations relating to the storage and use of radioactive materials.
  - Periodically inspecting all dry cells for leakage.
  - Checking that all equipment specific to each laboratory is returned regularly to correct storage areas.

## AT THE END OF AN ACADEMIC CYCLE

- Checking stock levels of board markers, paper, exercise books, etc, and refreshing where appropriate. Checklists are available.

- Inspecting each laboratory for wear and tear; informing the Head of Science of matters concerning safety or vital repair.

## AT OR NEAR THE END OF THE ACADEMIC YEAR

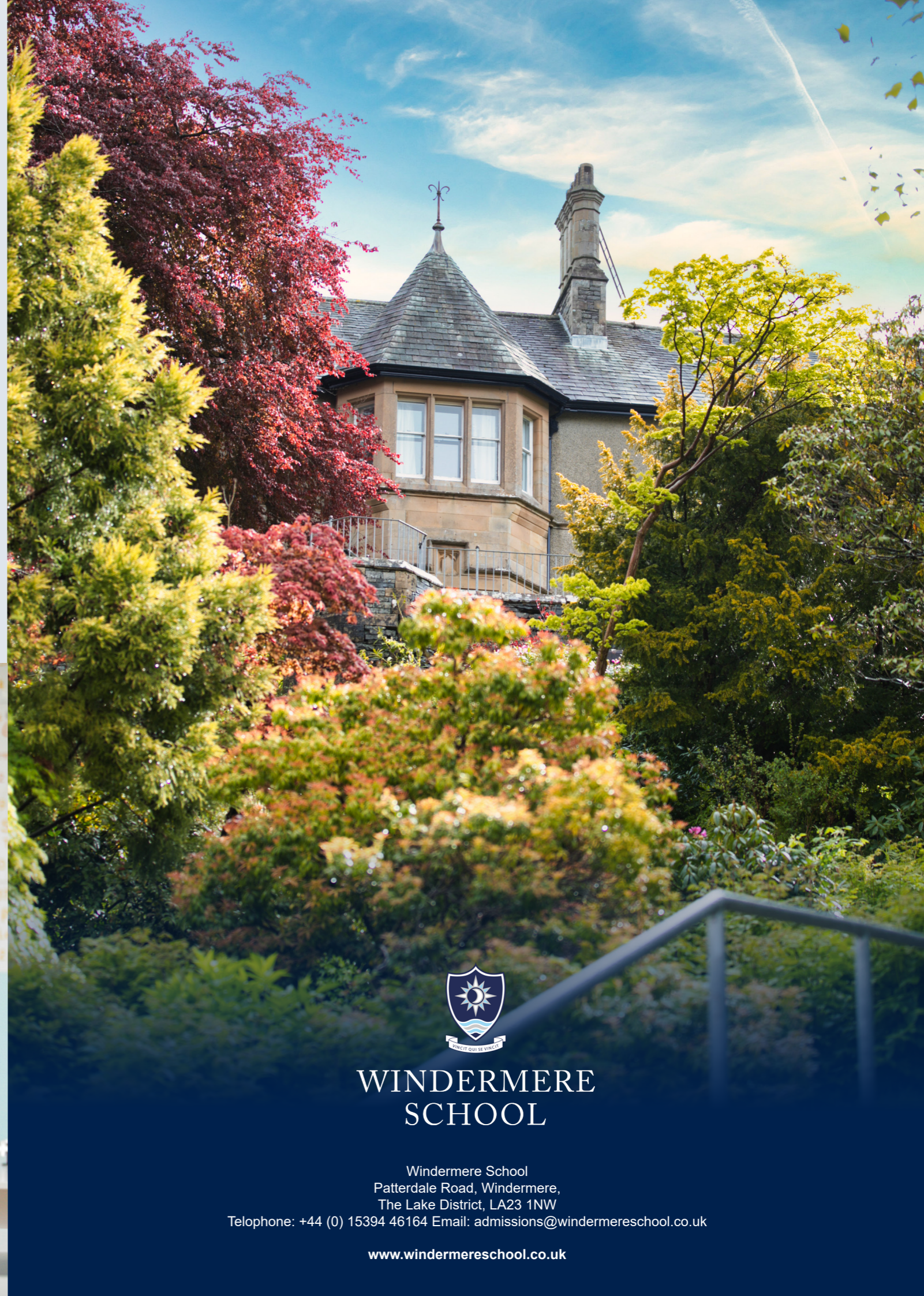
- Checking stocks and ordering new stocks in agreement with Head of Science.  
*The postholder will be required to undergo an Enhanced DBS check.*

- Updating inventory of equipment, apparatus and chemicals.
- Taking in book returns from pupils.
- Booking and recording external companies for routine servicing of safety-critical items such as the fume cupboard.
- Checking all sinks, fume and gas vents for blockages; clearing where possible or informing maintenance for repair.
- Checking sets of textbooks. Repairing and re-labelling, if necessary.

#### SAFEGUARDING RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

*Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



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