



THE MOUNT SCHOOL YORK

APPLICATION PACK FOR LAB TECHNICIAN

Closing Date: Friday 31st May 2024, 9.00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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



LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the junior school, and girls in the senior school, with approximately 230 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls, a provision which is currently over-subscribed.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.

In our last ISI Compliance Inspection (Summer 2023) The Mount passed all requirements. In our most recent full inspection (November 2018), The Mount School was judged to be excellent for both 'pupils' academic and other achievements' and 'pupils' personal development', excellent being the highest grade achievable. In March 2020 we became an 'All Steinway School', investing heavily in our Music provision by replacing all 10 pianos in School with brand new Steinway models. This has put us in a unique position as one of only 20 'All Steinway Schools' in the UK.

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APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Principal.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.



INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to the Principal, David Griffiths and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to recruitment@mounschoolyork.co.uk.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References will be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.

Online Checks

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mounschoolyork.co.uk/wp-content/uploads/2024/02/Safeguarding-and-Child-Protection-Policy.pdf>

We look forward to receiving your application by **Friday 31st May 2024, 9.00am**



BENEFITS AND SALARY FOR LAB TECHNICIAN

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Full-time, term time only.
- Salary on the Mount School Support Staff Scale Point 10 (£22,351 FTE).
- Generous School fee remission for the children of staff.
- Subsidised quality meals and refreshments during term.
- Free on-site parking.
- Use of the school's excellent facilities including reduced rates to use the Fitness Suite and Swimming Pool.
- Salary paid monthly into a bank account on the 25th day of each month.

LAB TECHNICIAN

Hours: Full Time, term time only

The Mount School York seeks to appoint a full-time, term time only Lab Technician to assist in the preparation and provision of Science lessons within the Senior School.

The position will include responsibility for safe preparing, maintaining, storing and handling of lab stock, and ensuring the preparation of equipment for practical science lessons. You will also be required to clean laboratory spaces and equipment (including sterilising, where appropriate), to assist with the smooth running of the Science Department.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed.

You will be supported in your professional development and career with our friendly and welcoming team and enjoy benefits including free lunchtime meals, free on-site parking, and reduced-rate access to the school's Leisure Centre facilities.

The post holder may be required to undertake any other reasonable task requested by the Principal which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.

Starting date: **September 2024**

JOB DESCRIPTION – LABORATORY TECHNICIAN

Job Description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title	Laboratory Technician (with experience in chemistry)
Main purpose of the job:	To foster the academic, social, aesthetic, physical and moral development of the children in School including the implementation of School policies, to be aware of and promote at all times the School's ethos, vision, policies and procedures as laid out in the Staff Handbook.
Reporting to:	Science Co-ordinator
Main responsibilities and duties:	<p>Service</p> <ul style="list-style-type: none"> • Support Science staff in their delivery of the curriculum • Work as a member of a small, busy team to promote effective delivery of a quality education • Attend department meetings • Provide the appropriate technician support to the Science staff ensuring a proficient, precise and prompt service is maintained at all times • Deal with general queries by email, in writing, in person and on the telephone <p>Preparation of Practicals</p> <ul style="list-style-type: none"> • Ensure ready state of laboratories, including the preparation of materials, stock and accurate standard solutions and de-ionised water, all clearly labelled for class practicals or demonstrations • Setting up and testing if necessary, demonstrations and experiments to ensure they work satisfactorily • Carry out requests from Science staff promptly in readiness for lessons • Be readily available whilst a practical is in progress and at all times make your whereabouts known to the member of staff running the practical <p>Laboratory Servicing</p> <ul style="list-style-type: none"> • Clean the laboratory benches, sinks, sills, boards and brushes especially after experiments and keep the preparation rooms in an orderly, hygienic manner • Sterilise apparatus where necessary and clean apparatus (for example, glassware) to a high standard • Keep shelves and cupboards tidy, close windows, switch off gas at the end of the day, and double lock all laboratory and prep room doors • Inspect and arrange for repairs to laboratory furnishings and equipment and service apparatus, for example, balances • Construct and modify laboratory apparatus • Photocopy as required and maintain standard of displayed material

- Assist with the use of audio-visual equipment, class set of computers, data loggers, LCD projector etc.
- Conduct regular stock checks and store and handle all chemicals in accordance with CLEAPSS guidelines

Any other responsibilities that may, from time to time, realistically be requested by the Principal.

PERSON SPECIFICATION FOR LABORATORY TECHNICIAN

	Essential	Desirable
Experience of working as Laboratory Technician	√	
Experience with working in chemistry		√
Knowledge of Health and Safety aspects of storage, use and disposal of hazardous chemicals	√	
Experience of making up stock solutions and different molarities.	√	
Ability to construct and modify laboratory apparatus.	√	
Experience of keeping inventory and stock maintenance.	√	
Confidence setting up chemistry practical demonstrations.	√	
Good standard of numeracy and literacy	√	
Has excellent communications skills both written and verbal	√	
Demonstrable experience of utilising Microsoft office suite/IT software to generate creative documents (e.g., templates, adverts etc.)	√	
Experience of working within a school environment	√	
Strong work ethic and ability to go the extra-mile when required	√	
Willingness to work flexibly and change working hours if required	√	
Highly organised with effective time management skills	√	
Demonstrate a passion for quality and service	√	
Demonstrate personal honesty and integrity	√	
Always ensure sensitivity of confidentiality	√	
Sympathy for the School's Quaker ethos and values	√	