

Lab Technician



New Line Learning Academy
Believe and Achieve

New Line Learning Academy



Build your Career, Shape
your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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YOUNG
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Can Jack survive a fight?

Welcome from the Head of School

Sharry Mackie

BA (Hons) | PGCE | NPQH



At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our pupils to achieve success. We encourage academic excellence, while nurturing their individual goals and ambitions

Our ethos is clear; **believe and achieve.**

Our diverse curriculum and inspirational buildings challenge all abilities, while stretching the curious minds of the young people in our care. Pupils are encouraged to go outside of their comfort zones, be creative and take full advantage of the advanced technology and enriching opportunities we are proud to offer.

Our pupils' wellbeing is at the heart of our academy. By providing a caring and nurturing environment, we ensure pupils are free to flourish as polite, kind and well-rounded individuals. At New Line Learning Academy, everyone respects one another, as well as their right to learn, develop and thrive.

We look forward to welcoming you to New Line Learning Academy.

Sharry Mackie

Post:	Lab Technician
School:	New Line Learning Academy
Department:	Science
Responsible to:	Head of Science
Compensation:	FST scale D 1-4

Core Purpose

To promote pupils' learning and effectively support teaching by managing the laboratories, ensuring correct equipment, tools, chemicals and materials are stocked, stored correctly and well-maintained. The Laboratory technician will promote high standards of health and safety practice within the Science Department and school, providing guidance, maintaining compliance and demonstrating up-to-date knowledge of the safe use of laboratories to staff and students.

Main duties and responsibilities

- Maintaining the laboratories ensuring that the correct equipment, tools, chemicals and materials are stocked and stored correctly.
- Conducting safety checks on equipment and services as required.
- Ensuring the cleaning and general maintenance of each laboratory and teaching area.
- Maintaining equipment ensuring that all apparatus, tools and equipment are fit-for-purpose: repairing or replacing equipment in a timely manner to ensure teaching and learning is not impeded.
- Keeping stock records (and any other such records as required by the school), ensuring the appropriate stock levels are maintained through the maintenance of an up-to-date inventory including any protective equipment for staff and students.
- Making local purchases for the department and seeking cost-effective solutions to requisition needs; keeping appropriate receipts for reimbursement.
- Preparing apparatus, materials and solutions for use in practical activities both within lessons and for
- extracurricular activities, (e.g. clubs, activities, open days, presentation evenings).
- Providing CLEAPSS Hazard cards with any materials/chemicals ordered for use in the classroom; highlighting to staff any serious risks and support with risk assessments for teaching.
- Assisting teachers in emergencies involving health and safety and liaising with the school nurse if necessary.

- Where necessary or needed carrying out practical demonstrations for members of teaching staff or supporting whole-class practical work as directed by the class teacher. When able to or requested by the teacher, to work with students who have difficulties undertaking particular tasks and to adjust or modify apparatus for those students with SEN
- Advising and guiding teaching staff on practical activities that could be carried out and researching alternative methods: being proactive in offering advice for improving student practical experiences.
- Retrieving and clearing away practical lessons; disposing of waste laboratory materials including chemicals in accordance with established guidelines and Health and Safety requirements.
- Setting up and ensuring maintenance of visual and aural teaching aids and assisting with arrangement for IT used within the science curriculum.
- Routinely caring for the plant collections.
- Collecting and preparing exam papers and exam materials and the issue and retrieval of student textbooks (including monitoring numbers).
- Supporting in the distribution and collection of teacher cover work.
- Providing further clerical and administrative support, e.g. photocopying, typing, filing.
- Attend whole school, department meetings and training as required: taking an active role in own professional development including the sourcing of and identification of training needs.
- To keep up-to-date with all areas of health & safety relating to your role.

Person Specification

- Knows the informal policies, procedures and practices necessary to conduct the normal function of a specific section, unit, or work area. Is aware of the role of the position and its potential impact on the working unit.
- Exchanges routine information in an appropriate manner requiring good oral and written communication skills.

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Application forms can be downloaded from:
www.futureschoolstrust.com/download

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, written over a light blue abstract graphic element.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

Only applications submitted by the school application process will be considered, we are unable to accept CVs. Application forms should be downloaded here: www.futureschoolstrust.com/download ,completed and uploaded on the vacancy page.

More information:

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email: recruitment@futureschoolstrust.com and arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

Only applications submitted by the school application process will be considered, we are unable to accept CVs. All posts are subject to an Enhanced DBS Disclosure. Future Schools Trust is an equal opportunities employer.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other benefits:

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- KCPS Free Counselling & Psychotherapy Service







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