

SCIENCE LAB TECHNICIAN Candidate Information Pack



Closing date for applications:
Friday 13 August, 9am

(We reserve the right to close this vacancy early should a suitable candidate be found.)

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts around 85 boys and girls between the ages of 11 and 19 from 22 nationalities.

Purpose of the role

The Yehudi Menuhin School is seeking a Lab Technician to provide technical support to the Science Department, contributing to pupils' learning experience by assisting with the preparation of materials and apparatus for practical work, innovating and creating new equipment. Compliance with CLEAPSS and Health and Safety legislation including safe systems of work are identified and adhered to.

Job Scope

The job holder is required to apply their knowledge under the indirect guidance and supervision of Science teachers. The job holder will work to agreed pre-defined standards such as CLEAPSS, Health and Safety legislation and will contribute to the ongoing development of internal policies, procedures and practices.



Key points about the role:

Contract type:

Permanent, term time only plus one day prior to the commencement of each term and one day following the end of each term

Working hours:

18 hours per week

Salary:

£10,098.89 pa (£27,785.29 FTE)

Start date:

1 September 2021

Pension:

Contributory stakeholder pension scheme (13.5% employer/6% employee contribution)

Reporting to:

Head of Science

Other benefits:

- Free School lunches during term times
- Free parking
- Free lunchtime concerts
- Use of the School's swimming pool when available

Key Responsibilities

Technical:

- Carrying out risk assessments for technician activities
- Providing technical support to colleagues including health and safety guidance
- Keeping up to date with developments in practical science and health and safety requirements through CLEAPSS
- Carrying out health and safety checks on laboratories, prep rooms and stores

Maintenance:

- Maintenance of laboratory equipment and apparatus and reporting of any items that require replacing
- Carrying out and arranging for maintenance and repair of apparatus and reporting any broken equipment to Head of Science
- Constructing and modifying apparatus
- Stock taking and organising the storing of chemicals and equipment
- Monitoring and purchasing of stock items following Department procedures and financial requirements

Operational:

- Trialling practical activities
- Making up solutions, assembling apparatus, delivering equipment to rooms.
- Occasionally assisting in class practical including carrying out demonstrations
- Caring for plants and/or animals, where appropriate
- Collecting, checking and returning equipment to stores
- General Laboratory cleaning:
- Bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps)
- Disposing of waste materials

General:

- Attend and participate in staff and working group meetings and training as appropriate
- Adhere to and work within School practices and policies
- Undertakes all reasonable duties as directed by Line Manager / Leadership Team



Person Specification

Education and Qualifications	Essential	Desirable
Maths, English and Science GCSE or equivalent	✓	
First Aid at Work		✓
Science / laboratory background	✓	
Skills and Experience		
2 years' work experience in environment with autonomy	✓	
Minimum of 1 year experience using database / IT systems / MS Office Basic IT skills (emails, excel and internet)	✓	
Experience of working across an age range of pupils		✓
Evidence of working with multiple priorities		✓
Evidence of keeping up to date with work practices		✓
Personal Characteristics		
Strong communicator	✓	
Builds rapport quickly	✓	
Credibility	✓	
Establishes trust	✓	
Ability to remain calm	✓	
Appreciation and respectful of other cultures	✓	
Adapts to changing priorities	✓	
Collaborative and supportive	✓	
Organised & methodical	✓	
Other		
Enhanced DBS check	✓	

Shortlisted candidates will be assessed using:

- CV
- Completed application form
- Covering Letter
- Competency Based Interview
- References
- Documentary Evidence
- Medical Questionnaire
- DBS
- Scenario based activity

How to apply

To request an application form please contact Lucy Flower at recruitment@menuhinschool.co.uk.

Your application form should be completed in full and returned, along with a covering letter outlining your reasons for applying and suitability for the position, to Lucy Flower by **9am on Friday 13 August**. Early applications are encouraged and the School reserves the right to close the application process early should a suitable candidate be found.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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