



**Friends' School Lisburn
Science Technician**

Information for Applicants

- 1 Completed application forms *and* Equal Opportunity Monitoring Forms must be received by School by **12 noon on Friday 6 June**. Only applications on the school's official form will be considered.
- 2 Five documents are included in the Application Pack/download:
 - General Information for Applicants
 - Job Description
 - Personnel Specification
 - Application Form
 - Equal Opportunities Monitoring Form
- 3 Applications will be acknowledged by email and invitations to attend interviews will be sent by email
- 4 Completed applications should be emailed to recruitment@friends.lisburn.ni.sch.uk
- 5 Completed Equal Opportunities Monitoring Form should be emailed to monitoring@friends.lisburn.ni.sch.uk
- 6 Canvassing disqualifies

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.



Friends' School Lisburn Science Technician

General Information

Friends' School Lisburn is a co-educational Voluntary Grammar School, with an enrolment of 1058 pupils at post-primary level and a further 157 in the Preparatory Department and Pre-Prep. The school was founded by the Religious Society of Friends in 1774 and celebrates its 250th anniversary this year. To mark this milestone, the school opened two legacy projects, an activities trail and an outdoor performance space, and is running a programme of events for the wider school community.

The school ethos, which is rooted in its Quaker heritage, places an emphasis on the value of each individual and encourages a sense of service to others. The acronym ASPIRE is used to promote the values of Adventure, Sustainability, Peace, Integrity, Respect and Equality, which are based on the Quaker testimonies and are central to the school's identity.

Sciences are taught at all levels in Friends' School. As well as GCSEs in individual sciences, pupils have the option to take Double Award Science. The sciences are very popular options at AS and A-level. CCEA specifications are followed at all levels. There are ten laboratories in the West Wing of school, where all of the science subjects are taught. Each laboratory is equipped with an interactive Clevertouch board, and the use of IT is encouraged throughout the departments. The science departments make a full contribution to whole-school priorities as outlined in our School Development Plan, particularly in areas where the focus is Learning and Teaching.

The Post

The role of the Science Technician is to support the work of the science departments, primarily the Physics department but also to support the smooth running of the Biology, Chemistry and Junior Science departments as necessary.

The post is temporary for 1 year to cover a career break. It is required from August 2025.

Hours of work

- 8.30am to 4.30pm Monday to Friday
- Morning Break: 15 minutes
- Lunch: 1 hour

This post is 52 weeks a year, so will involve work outside term time. Full time staff have a total of 43 days annual leave, including school closures and statutory holidays. The leave year runs from 1 September to 31 August. Annual leave must be taken outside term-time.

The post may also be required on a number of school occasions outside of the hours of work, including occasional Saturday mornings such as open morning. Attendance in addition to the normal hours of work attracts additional remuneration.



**Friends' School Lisburn
Science Technician**

Job Description

Post: Science Technician

Hours: 35 hours per week

Salary scale: NJC Scale Points 17-20 (£30,060 - £31,586)

Responsible to: The School Principal through the Bursar and the Head of Department for Physics

Job purpose: To provide support and assistance to teaching staff in the implementation of the school's/department's educational programme

Main Duties:

- i. The preparation of materials and equipment required for teaching and learning activities
- ii. The ordering of materials and components required for project work
- iii. To assist pupils during practical work
- iv. To assist the Head of Department in ensuring that the department is a safe working environment for staff and pupils
- v. To ensure that all teaching and storage areas are organised and tidy
- vi. To keep an inventory of resources within the department

Administrative Duties:

- i. To prepare orders for materials and components
- ii. The booking of ICT rooms
- iii. Under the direction of the Head of Department, the updating of departmental risk assessments
- iv. Assist with photocopying as required
- v. Assist in the preparation and operation of open morning, including attendance at open morning
- vi. Maintaining wall displays/noticeboards within the department

Other Duties:

- i. To participate in health and safety training provided by the Education Authority
- ii. To undertake training and development activities as required by the school from time to time e.g. safeguarding of children
- iii. Assist with evacuation in emergencies
- iv. To carry out any other duties that might reasonably be required from time to time according to the needs of the school



Personnel Specification

		Criteria
Educational Qualifications	Essential	<ol style="list-style-type: none"> 1. Minimum of 5 GCSEs Grades A*-C (which must include English and Mathematics) or equivalent. <p>AND</p> <ol style="list-style-type: none"> 2. Experience in the preparation and storage of resources.
	Desirable	
Knowledge/ Skills	Essential	<ol style="list-style-type: none"> 1. A minimum of 1 months' experience in a paid capacity of working as a technician in a post-primary educational setting.
Personal Qualities	Essential	<ol style="list-style-type: none"> 1. Knowledge of the requirements of a Science Technician. 2. Good communication skills. 3. Excellent organisational skills. 4. Strong ICT skills. 5. Knowledge of health and safety regulations as relevant to the role. 6. Knowledge of general administrative processes and records, including GDPR.
		<ol style="list-style-type: none"> 1. Confidentiality. 2. Ability to work as a member of a team. 3. Ability to use own initiative. 4. Interpersonal skills. 5. Approachability. 6. Ability to work under pressure to strict deadlines. 7. Flexibility.

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list.

Written communication skills will be assessed from the application form. Applicants must also address each of the above criteria in this application – only applicants who address the criteria will be considered for the shortlist.