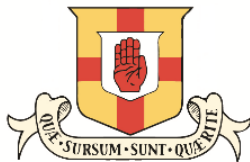




**Friends' School Lisburn  
Post of Science Technician  
Information for Applicants**

- 1 Five documents are included for candidates in the Application Pack:
  - Information for Applicants
  - Job Description
  - Personnel Specification
  - Application Form
  - Equal Opportunities Monitoring Form (Online Form)
- 2 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.
- 3 Completed applications should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk) by **12 noon on Monday 20 April 2026**. Only applications on the school's official form will be considered.
- 4 The Equal Opportunities Monitoring Form should be completed here - [Google Form](#) by **12 noon on Monday 20 April 2026**.
- 5 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 1091 at post-primary level and a further 165 in the Preparatory Department and Pre-Prep. The school was founded by the Religious Society of Friends in 1774 and celebrated its 250th anniversary last year. To mark this milestone, the school opened two legacy projects, an activities trail and an outdoor performance space, and run a programme of events for the wider school community. Friends' has also been granted significant capital funding to develop the school buildings, which will enable the school to enhance provision for future generations.

The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astroturf hockey pitches have been laid and a state-of-the-art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

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.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities.

### **The Post**

The role of the Science Technician is to support the work of all science departments.

### **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

**Salary scale:** NJC Scale Points 17-20 (currently £31,022 - £32,597)

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

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

**Main Duties:**

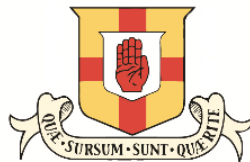
- i. The preparation of materials and equipment required for teaching and learning activities
- ii. The ordering of materials and components required for project work
- iii. To assist pupils during practical work
- iv. To assist the Head of Department in ensuring that the department is a safe working 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

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

*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.*