



Lingfield COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Laboratory Technician

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL CURIOSITY



PROBLEM SOLVING



CREATIVITY



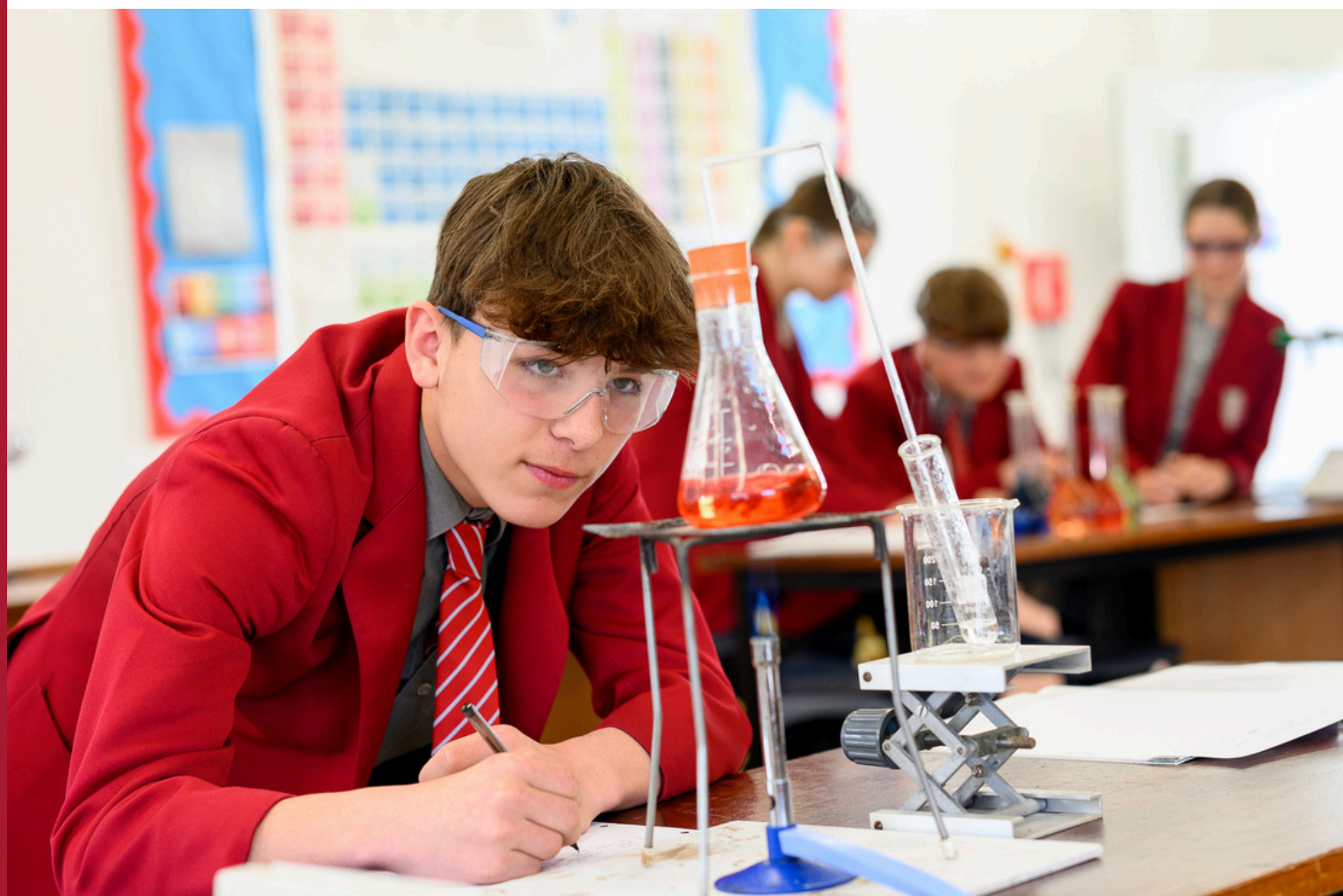
COMMUNICATION



COLLABORATION



DIGITAL LITERACY



Job Description

The Role :	Laboratory Technician
Reporting to :	Senior Laboratory Technician / Head of Science
Hours of work :	Full time, working 8.00 am - 4.30 pm term time only
Start date :	January 2025

The Post

The role of Laboratory Technician is fundamental to the successful planning, organisation and delivering of experiments in the Science department and involves coordinating all the appropriate resources whilst adhering to all legislative requirements in relation to Health and Safety.

General Responsibilities

- To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- To ensure the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and practices through continuing professional development.
 - The provision of technical advice and support on health and safety issues to teaching and trainee technical staff.
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - The healthy and safe storage and accessibility of equipment and materials.
- To contribute to the design, development and maintenance of specialist resources and/or long term projects.
- To check, clean, maintain, calibrate, test and repair equipment.
- To assist in the stock takes and ensure up to date information is passed onto the Senior Technician to help ensure adequate stocks are maintained.
- Any other reasonable request made by the Head of Science to enable effective running of the Department.

Person Specification

Essential Skills and Knowledge

- Formal Science qualification e.g. HNC, HND or sufficient relevant experience.
- Good level of technical expertise e.g. making accurate solutions, setting up equipment from diagrams.
- Excellent organisational and planning skills.
- Effective written and verbal communication skills.
- Approach all confidential matters with discretion, sensitivity and diplomacy.
- Computer Literacy is essential.
- Experience of a busy and pressurised environment.
- Good general level of education.
- Willingness to learn new techniques

Personal Qualities

- Ability to interpret, plan and work from verbal instructions, specifications and schedules.
- Good interpersonal skills, ability to communicate appropriately with a variety of people.
- Ability to remain calm under pressure.
- Display commitment, loyalty and enthusiasm for the role.
- Have a confident, positive and flexible attitude.
- Interest in Chemistry and/or Biology (desirable).

Terms and Conditions

Salary: Competitive salary discussed at interview

Hours of Work: Full time working 8.00am to 4.30pm, term time only

Pension: Nest Pension Scheme

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk

The Process



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00 am on Friday 10th January 2025. Interviews are planned for week commencing 13th January 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.