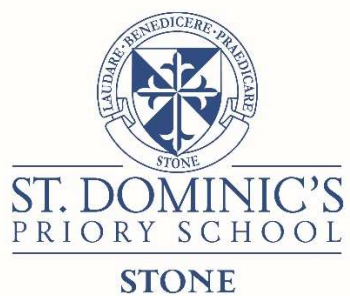


St Dominic's Priory School in Stone



**Science Lab Technician
Information booklet for prospective applicants**

St Dominic's Priory School in Stone

Dear Applicant

Thank you for your interest in joining our team as a Part-time Science Lab Technician at St Dominic's Priory School, Stone.

St Dominic's Priory School is a small, exceptionally friendly and highly successful Catholic independent co-educational school, educating pupils from Pre-school through to age 16. While rooted in Catholic values, we warmly welcome children of all faiths and backgrounds.

At the heart of our ethos is a commitment to educating the whole person. We strive to identify and nurture the individual strengths of every child, enabling them to flourish academically and personally. Our students develop a strong sense of purpose, growing into confident, independent young people who are well prepared to embrace life's opportunities. They combine enthusiasm and enjoyment in learning with a genuine determination to achieve, and they thrive when given responsibility.

We are proud to be recognised as one of the top-performing non-selective schools in the area. Our students have once again achieved outstanding GCSE results, with a 100% pass rate across all subjects this year. Consistently performing significantly above the national average, our results reflect our commitment to delivering an exceptional all-round education.

Our school environment continues to evolve, with a newly constructed three-storey teaching facility that has further enhanced the educational experience for both students and staff. We operate a two-form entry in the senior school, with small class sizes capped at 20 pupils. This ensures that every child is truly known, supported, and encouraged to reach their full potential.

We are seeking an inspirational and dedicated Science Technician who is passionate about working with children. The successful candidate will have experience of catering ideally in a school environment and will be eager to contribute to our thriving school community.

In return, we offer the opportunity to work within a caring, supportive and close-knit environment, alongside excellent opportunities for professional development and career progression.

I very much hope you will consider applying for this role. I would be delighted to speak with you further and to welcome you to visit the school for a tour, so you can experience first-hand what makes our community so special.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Harrison'.

Rebecca Harrison
Headteacher

St Dominic's Priory School in Stone

The Role:

Part Time – Science Lab Technician

Dates:	Job to start September 2026 or as soon as possible after this date
Salary:	£12.91 per hour, (Actual salary £11,386.62)
Hours:	21 per week (Monday-Thursday), 37 weeks per year plus 5.6 weeks paid annual leave
Location:	Stone
Contract type:	Permanent, Term time only plus 2 inset days (training)

All relevant documents (application and job description) are available on the school website www.stdominicspriory.co.uk (found under 'About, Job Vacancies'). Applications should be completed via My New Term which can be access from the school website.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As we operate in an educational environment the role is dependent on an enhanced DBS check.

Closing Date: 4th September 2026

Interview date: W/c 7th September 2026

St Dominic's Priory School in Stone

Job Context and Purpose

St Dominic's Priory School is an independent Catholic school catering for around 200 pupils aged 3-16. We deliver an excellent education, sporting provision and a variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

We are centrally located within North Staffordshire and the school is situated in the picturesque canal town of Stone, within easy reach of Newcastle-under-Lyme, Stoke-on-Trent, Stafford, Uttoxeter, Cheadle and the surrounding villages. Stone Railway Station is only a 5-minute walk from school.

Our School Mission Statement is 'Living and Learning with Christ as our Guide'. The aims and ethos of the school are to create a love of learning in a friendly and happy environment, nurture individuality and instil in our students a sense of community spirit, rooted in Gospel values.

We wish to provide each child with tools that will equip them to, not only succeed academically, but contribute positively to a society in which values of justice and compassion are paramount.

St Dominic's welcomes children of all faiths and ethnic backgrounds and within our school community diversity is recognised and respected.

Investing time and individual attention in all our students helps them to develop into confident, nurturing and caring individuals who are ready to go out into the world and make a difference.

The school has consistently been Graded 'Excellent' by ISI inspectorates.

Candidates for this post should have:

- Experience of working in a laboratory environment and complying with health and safety standards.
- Experience working as part of a team and using your own initiative.
- Effective customer service skills and being able to work to high standards.
- Excellent communication skills and interpersonal skills.
- Willingness to undertake training and professional development.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

St Dominic's Priory School in Stone

The job profile for Science Lab Technician

JOB TITLE:	Part time – Science Lab Technician
DURATION / HOURS:	Permanent post with effect from September 2026
PAY:	£12.91/hour
SELECTION PROCESS:	Method: Please apply via My New Term Deadline: 4 th September 2026

Duties will include:

- To ensure efficient preparation of apparatus and materials to support teaching staff required in accordance with departmental procedures.
- To make and/or assemble science apparatus.
- To ensure that equipment is cleaned and stored appropriately after usage.
- To ensure that the working environment is appropriately maintained and cleaned to enable effective teaching and learning to take place.
- If requested, to provide practical assistance to staff and students during lessons and to support and guide students under the direction of the teacher, in their learning within this curriculum area.
- To regularly check/test equipment and keep maintenance logs as required by the Head of Department/Senior Leadership Team.
- To undertake risk assessment of activities within the department under the direction of the Head of Department, recording of results and evidence on the health and safety system and advising teaching staff and the Head of Faculty as appropriate.
- Maintain chemical inventories and ensure safe storage and disposal of hazardous substances.
- To undertake any other duties reasonably required by the Head of Department/Teaching staff within the Science Department / Headteacher (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

Resources

- Assist with the development of resources by:
- Keeping a check on stock in the Department.
- Ensure stock is ordered and distributed as applicable.
- Keep records of orders made and keep a check on the budget.
- Making of models and fixtures.
- Prepare and make teaching aids as required working on own initiative.

Support to Health and Safety

- Routine maintenance of machines, tools, including adjustment for wear and tear
- Routine maintenance of equipment.
- Maintaining the risk assessments for all practical lessons and ensuring the teacher and pupils are aware of the documents.
- Responsible for maintaining the COSHH data sheets and risk assessments for all chemicals.
- Using the CLEAPPS database to keep up to date with latest legislation in regard to health and safety and risk assessment practice.

St Dominic's Priory School in Stone

Person Specification – Secondary School Science Laboratory Technician

Post: Science Laboratory Technician

Reports to: Head of Science

1. Qualifications and Training

Criteria	Essential	Desirable
A relevant Level 3 qualification in Science, Laboratory Science, Applied Science or a related subject	✓	
GCSEs or equivalent qualifications in English and Mathematics	✓	
GCSE or equivalent qualification in Science	✓	
Appropriate health and safety training	✓	
COSHH awareness/training	✓	
First Aid qualification		✓
Relevant laboratory technician qualification or professional development		✓
Membership of a relevant professional body		✓

2. Knowledge and Experience

Criteria	Essential	Desirable
Experience of working in a laboratory, science department or similar technical environment	✓	
Knowledge of laboratory health and safety procedures	✓	
Knowledge and understanding of COSHH requirements and safe handling of hazardous substances	✓	
Understanding of the safe storage, handling and disposal of chemicals and biological materials	✓	
Experience of preparing practical science experiments and demonstrations	✓	
Experience of maintaining laboratory equipment and resources	✓	
Experience of keeping accurate stock and equipment records	✓	
Experience of working within a secondary school or educational environment		✓
Familiarity with practical work across Biology, Chemistry and Physics		✓

St Dominic's Priory School in Stone

Criteria	Essential	Desirable
Experience of supporting GCSE and/or A-Level practical work		✓
Knowledge of relevant school science examination practical requirements		✓

3. Technical and Practical Skills

The successful candidate will be able to:

- Prepare and set up practical experiments, demonstrations and investigations safely and efficiently.
- Select appropriate equipment, chemicals, specimens and other resources for practical activities.
- Use and maintain a range of laboratory equipment safely and competently.
- Identify faulty, damaged or unsafe equipment and arrange appropriate repair or replacement.
- Prepare solutions and other materials accurately in accordance with appropriate procedures.
- Maintain clean, safe and well-organised laboratories and preparation areas.
- Safely handle, label, store and dispose of chemicals and other potentially hazardous materials.
- Maintain appropriate records relating to chemicals, equipment, stock and health and safety.
- Monitor stock levels and order resources when required.
- Carry out routine checks and basic maintenance of laboratory equipment.
- Follow risk assessments, safe systems of work and school health and safety procedures.
- Respond appropriately to spills, breakages, accidents and other laboratory incidents.
- Use ICT effectively for record keeping, stock control, communication and research.

4. Health and Safety

Essential:

- A strong understanding of laboratory health and safety requirements.
- Ability to work in accordance with COSHH regulations and relevant school procedures.
- Ability to identify hazards and take appropriate preventative action.
- Ability to follow and contribute to risk assessments and safe working practices.
- Understanding of emergency procedures, including chemical spills, breakages and accidents.
- Commitment to maintaining a safe environment for pupils, staff and visitors.
- Ability to ensure that equipment, chemicals and other resources are stored securely and appropriately.

5. Communication and Teamwork

The successful candidate will:

- Communicate clearly and professionally with teaching staff, support staff and pupils.
- Work effectively as part of a busy Science Department.
- Build positive working relationships with teachers and other colleagues.
- Be able to explain practical procedures and the safe use of equipment in a clear and appropriate manner.
- Listen carefully to instructions and respond positively to feedback.
- Maintain confidentiality and demonstrate professional conduct at all times.

6. Organisation and Time Management

Essential:

- Excellent organisational skills and attention to detail.
- Ability to prioritise workload and meet deadlines.
- Ability to prepare practical activities efficiently, often working to tight timescales.
- Ability to manage multiple requests from teaching staff.
- Ability to maintain accurate records and stock inventories.
- Ability to work independently and use initiative when appropriate.
- Reliable and consistent approach to completing tasks.
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7. Personal Qualities

The successful candidate will demonstrate:

- A genuine interest in science and practical scientific work.
- A positive and professional attitude.
- Reliability, punctuality and good attendance.
- High standards of personal and professional responsibility.
- Care and attention to detail.
- Flexibility and willingness to adapt to changing priorities.
- Initiative and the ability to solve practical problems.
- Patience and a calm approach when working in a busy school environment.
- Commitment to supporting high-quality science education.
- A willingness to undertake relevant training and continuing professional development.
- A commitment to safeguarding and promoting the welfare of children and young people.
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8. Working with Pupils

Essential:

- Ability to work appropriately and professionally around children and young people.
- Understanding of professional boundaries when working with pupils.
- Ability to contribute positively to pupils' practical learning experiences.
- Commitment to safeguarding and promoting the welfare of pupils.
- Willingness to follow all school safeguarding, behaviour and health and safety procedures.
-

9. Equality, Diversity and Inclusion

The post holder will be expected to:

- Promote equality, diversity and inclusion within the school.
- Treat pupils, colleagues and visitors fairly, respectfully and professionally.
- Support the school's policies and values.
- Demonstrate an understanding of the diverse needs of pupils and staff.

10. Safeguarding

The successful candidate must:

- Demonstrate a commitment to safeguarding and child protection.
- Follow the school's safeguarding policies and procedures.
- Understand the responsibility of all school staff to report safeguarding concerns appropriately.
- Participate in safeguarding training as required.
- Meet the school's safer recruitment and pre-employment checking requirements.

