



Appointment of  
**Science Technician (with Chemistry Specialism)**

Full Time, Term time plus 3 weeks  
Information for Applicants

# Letter from the Head

## Dear applicant

Thank you very much for your interest in the position of Science Technician here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



**Mrs Jane Lunnon**  
The Head



# The Chemistry Department

The Chemistry Department forms just one part of the large, dynamic, friendly and well-resourced Science Faculty at Alleyn's.

Other subjects taught alongside Chemistry include Biology, Physics and Psychology, each with their own specialist area and Head of Department, and all overseen by the Director of Science.

All members of the department play an important role in the pastoral life of the school and in the organisation of department clubs such as the Lower School Science Club, the Chemistry Club and the Alleyn's Chemistry Society. They play a full part in the co-curricular life of the school, in particular the CCF, Duke of Edinburgh's Award, sport and overseas expeditions.

Exam results at both GCSE and A level are among the best in the school and a large number of students studying Chemistry at A level go on to study for university degrees in Natural Sciences, Medicine and Biochemistry.

## Curriculum Offered:

Chemistry is taught as a separate science throughout the school.

In Years 7, 8 and 9 all pupils study Chemistry. The Alleyn's scheme of work in Chemistry covers all of the topics specified in the Key Stage 3 National Curriculum and more, whilst in Year 9 further key ideas are introduced at GCSE level. We have six teaching sets in each year at Key Stage 3.

Years 10 and 11 are prepared for the AQA GCSE Chemistry syllabus. Groups are mixed in Year 10 and then, in Year 11, split between those going ahead to continue towards the Triple science award (the vast majority) and those studying for the Combined Science: Trilogy award.

## Facilities and Resources:

The Science Building has undergone a major refurbishment programme over the last six years.

Departmental accommodation consists of five laboratories, all with fume cupboards, and shared use of a multi-purpose Science room on the ground floor.

There is also a large preparation room, storeroom and staff office as well as four dedicated Science photocopiers.

All laboratories are equipped with Clevertouch screens that connect to the Surface Pro devices used by all teaching staff, and there is Wi-Fi throughout.

We have a well-stocked Chemical store, a big collection of Chemistry books available for staff to make use of, and access to a large number of educational films and programmes via our electronic depository, 'Planet e-Stream'.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

# About the Role

The Science Technician with Chemistry Specialism will work with the existing Senior Technician to contribute skill and knowledge to the Science Department team promoting excellence and equality of opportunity for both pupils and staff.

The Science Technician is responsible for providing full technical and administrative support to the Chemistry Department and must demonstrate the flexibility and capability to work with the Biology and Physics departments when required.

## Core Responsibilities:

- Maintain the laboratories and classrooms on a day to day basis, ensuring they are clean, safe and orderly. This will include wiping down benches, cleaning glassware and moving apparatus.
- Maintain, clean and repair (where possible) simple apparatus used on a daily basis and report any issues/deficiencies in quantity or quality of the apparatus to the Head of Department.
- Provide teaching colleagues with technical support. This will include preparation of materials, solutions and equipment required by members of staff in the Chemistry Department in order to carry out teaching responsibilities. (The procedure for requisitions demands that required items should be written into the requisition book at least 3 days, preferably 1 week, in advance.)
- Maintain an up to date inventory of resources, chemicals, materials, apparatus, books, models, computer software, furniture and other valuable items held by the Chemistry Department. This will involve stock taking duties at various times of the year.
- Place orders for chemicals, apparatus and other items as agreed by the Head of Department, including checking deliveries and ensuring invoices are signed off and passed to the Bursary.
- Ensure the safe storage, handling, monitoring and disposal of all chemicals according to established guidelines such as those suggested by HAZCARDS, CLEAPSS and Health & Safety Regulations. The Technician will need to be aware of the contents of the School Health & Safety Policy and carry out risk assessments in consultation with the Head of Department whenever a request is made for any chemical/material considered to be hazardous.
- Duplicate, photocopy and staple worksheets, safety sheets, information hand outs, exam questions and diagrams as required by colleagues (providing 3 days notice, as agreed).
- Provide assistance and information to colleagues in other departments as directed by the Head of Chemistry.

## General:

- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Be aware of the School's Health & Safety Policy and its application to the Science Department and the Chemistry Department's H&S documents.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Head of Chemistry and Director of Science, which are within the reasonable capability and responsibility of the Science Technician.

## Line Management

The Science Technician is managed by The Head of Chemistry and Director of Science who oversee and support this role. The role holder has free access to the COO who is ultimately responsible for operational staff.





# Person Specification

The ideal candidate will require strong technical, administrative and communication skills combined with the ability to provide an empathetic approach within an academic environment. Computer skills are important, in particular, a good working knowledge of Word and Excel.

<b>Education</b>	Relevant qualifications in Chemistry, or qualified by experience.
<b>Experience</b>	Practical experience of working in a team-based or academic department would be advantageous. Working knowledge of Chemistry and Physics and/or Biology is desirable but training will be given where necessary.
<b>ICT</b>	Strong knowledge of administrative ICT and can use e-mail, internet browser, Word, Excel and PowerPoint to a high level.
<b>Managing Relationships</b>	The post-holder will be discreet, but friendly and approachable, actively encouraging and supporting staff and colleagues behind the scenes. Ability to assist and work well with colleagues, and pupils forming and maintaining important relationships with visitors and third parties.
<b>1:1 &amp; Group Oral Communication Skills</b>	Ability to communicate complex information to a group of people.
<b>Written Communication Skills</b>	Ability to draft e-mails, letters etc to a professional standard.
<b>Organisational Skills</b>	Ability to work to deadlines, follow detailed instructions (working closely with a manager/supervisor) and taking responsibility for day-to-day planning and longer-term projects.
<b>Time Keeping &amp; Flexibility</b>	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
<b>Attention to Detail and Analysis</b>	Ability to identify problems with your own immediate work and to correct or report these issues as necessary. Possess strong analytical thinking and methodical problem-solving skills with great attention to detail.
<b>Enthusiasm/Motivation</b>	Enthusiastic and self-motivated, actively seeking to further the School's best interests. It is important that the post-holder maintains a positive attitude and enjoys learning new skills.
<b>Awareness of whole-School Activity</b>	Awareness of activities taking place within the Department and across the School.
<b>Confidentiality &amp; Discretion</b>	An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally or internally.
<b>Analytical/Judgement Skills</b>	Ability to analyse data or use own judgement to determine the correct course of action.



# Working at Alleyn's

## Terms and Conditions

The job is available on a full-time basis, term time (34.5 weeks) plus 3 weeks. The core hours are based on 37.5 hours a week, working Monday to Friday to provide cover between the hours of 8am and 5pm, excluding a 30-minute break for lunch. There may be occasional school events that also require the role holder's presence outside of normal office hours. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July and Saturday Open Day.

The pro-rated salary will be between £24,976.90 - £29,005.44 per annum, depending on qualifications and experience (based on an FTE of £31,000 - £36,000) and will be paid over twelve monthly instalments.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means- tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from 29 August 2024 or at the completion of their due term of notice.

## Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



# Arrangements for the Appointment

## Applications

The application form can be downloaded from our website, [www.alleyns.org.uk/jobs](http://www.alleyns.org.uk/jobs).

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Director of Science, Ben Ford, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk).

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

**The deadline for applications is midday on Wednesday 31 July 2024.**

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

## Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

## Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

