

## **Lab Technician and Exam Officer**

### **The British School of Barcelona**

The British School of Barcelona (BSB) is a great school in a wonderful location. We are an HMC school and were judged by a recent BSO (British Schools Overseas) Inspection to be outstanding in every area, including safeguarding, pupil welfare, pupil progress and outcomes.

BSB is a large, very popular school for children aged 3 to 18. Our curriculum is based on the English National Curriculum, and we offer a wide range of GCSEs, A levels and the International Baccalaureate Diploma, all alongside a significant enrichment programme.

Over 1900 pupils from more than 50 nationalities attend the school and over 290 staff work at BSB. We are based in three locations, two just outside the city of Barcelona – in Castelldefels, where we have a Primary, Secondary and Pre-University campus, and in the cosmopolitan town of Sitges, where we have another Primary campus. BSB City is in the heart of the city of Barcelona itself with a Foundation campus (built September 2021), and a brand-new Secondary campus which opened in September 2023.

The growth of the school has been accompanied by significant investment over recent years, including the building of a state-of-the art Pre-University Centre (Nexus), a full-sized 4G rugby and football pitch, dedicated STEM facilities and the new BSB City campuses.

## **Lab Technician and Exam Officer**

For September 2024, our school seeks a dynamic and versatile individual to fulfill the role of Lab Technician and Exam Officer at our City campus. The position primarily centers on laboratory responsibilities while also encompassing coordination duties for GCSE exams.

The successful candidate will primarily be tasked with supporting our laboratory activities, ensuring the smooth operation of experiments, and maintaining a safe and efficient working environment for both staff and students. Proficiency in handling laboratory equipment, maintaining inventory, and adhering to safety protocols is paramount. Experience in a school or educational setting would be advantageous.

Additionally, this role involves coordinating GCSE examinations, including scheduling, invigilation, and liaising with exam boards to ensure compliance with regulations. Strong organizational skills and attention to detail are essential to ensure the integrity and fairness of our examination process.

Join a team of dedicated, enthusiastic, inspirational individuals who appreciate the rigor of the English curriculum, but embrace the freedoms offered by an international setting, to plan for, and deliver outstanding results for our students.

All positions are offered with attractive packages including very competitive salaries, places for children in BSB, and other local benefits. Full induction and help with settling in Barcelona will be provided.

To apply, please complete the attached application form and send it, along with a covering letter to [jobs@bsb.edu.es](mailto:jobs@bsb.edu.es). Please indicate the job title in the subject line.

For further information please visit our website <https://www.britishschoolbarcelona.com/>

### **Application Process:**

***Deadline for applications: 08/03/2024***

### **The Role**

- Support teachers in delivering practical lessons whilst also ensuring the laboratory is safe, well-equipped, and stocked.
- Maintain a safe and organized laboratory environment, following health and safety protocols.
- Engage in training to stay up-to-date with all safety standards and protocols.
- Manage all elements of exam administration, including liaising with exam boards, scheduling exams, and ensuring exam security.
- Oversee exam invigilation and ensure compliance with exam regulations.
- Provide guidance and support to staff and students on exam-related matters.
- Maintain accurate records of exam results and assessment data.

### **Working with Cognita**

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business.

No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.