



REDDAM
— HOUSE —
WATERFALL

Lab Assistant to the College

South Africa
Gauteng / Waterfall
Reddam House Waterfall Preparatory

Reporting into: Head of School
Full Time/Part Time: Full Time
Closing Date for Applications: **2 November 2022**
Languages Required English

Inspired is seeking to appoint a Lab Assistant to join us on a **permanent** basis.

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Reddam House Waterfall forms part of the Inspired Education group. Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic and extra-mural environment from ages 1 to 18 yrs.

We offer a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent, and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success. And we believe the Arts are an integral component of premium education.

Our current portfolio of 80+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with ongoing expansion foreseen. This position presents a unique opportunity to join a connected global community.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications, and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

OUR SCHOOL

Reddam House Waterfall is a co-educational and non-denominational environment designed to recognise, nurture and develop the individuality of each student placed in our care and to extend students to their maximum potential in all aspects of education. Our teachers understand the need not only for the importance of teaching the required curriculum, but also for forming a relationship with your child, a relationship that is built on trust and mutual respect.

The school’s architecture is perfectly suited to the rustic environment it finds itself in, with wood and stone-clad walls. The tranquil setting provides an atmosphere that is conducive to discovery and learning. Phase 1 of the Preparatory and Secondary School was opened in 2012 with 600 students and, with community confidence, the

student body grew to more than 1000 students in 2013 and has continued to grow each subsequent year. The school is designed ultimately to accommodate 2000 students.

A caring, close-knit Reddam House community welcomes children from 1 year old to Grade 12. We nurture individuality, talent and self-assurance in a secure, relaxed and self-disciplined environment. Catering for Stage 1 to Grade 12 students, affiliated to the Independent Examinations Board (IEB) – and offering a diverse, stimulating subject choice – highly qualified, dynamic, experienced teachers are the custodians of your child’s future.

All students in our Preparatory School are required to participate in at least two extra-curricular activities per week. One sporting and one cultural. We encourage as much participation and involvement as possible. The extra-curricular timetable caters for beginners, as well as those students who are at a provincial level in their particular activity. The Music @ Reddam programme is a wonderful curriculum offering for all students in Grades 4 – 6. This programme involves an individual instrumental music lesson, as well as participation in an ensemble. All students are involved in the Reddam Gives Back Programme, whereby each class chooses a project in the wider community and facilitates the needs of their chosen programme during the year.

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- A collaborative environment
- Excellent resources
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside
- At the leading edge of independent school thinking.
- A culture of excellence.
- Network of opportunities
- Competitive package

ROLE SUMMARY & JOB PURPOSE

- To adopt a holistic view to students in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them.
- To create a positive learning environment and motivate students to achieve their full potential

ROLE RESPONSIBILITIES

This position will be responsible for the following:

• Set up, clean, maintain and prepares supplies and work areas
• Labelling and measuring apparatus
• Preparing specimens and samples
• Collecting, checking and returning equipment to the stores
• Source and fetch of biological materials
• Maintaining and preparing equipment and laboratory apparatus

<ul style="list-style-type: none"> • Cataloguing recordings and making them available for teachers
<ul style="list-style-type: none"> • Ensuring that equipment is cleaned effectively
<ul style="list-style-type: none"> • Ordering of stationery and apparatus
<ul style="list-style-type: none"> • Managing the stock control of chemicals and equipment. • Place orders, checking deliveries and invoices • Keep financial records • Make follow-ups on departmental expenses • Supporting teachers' duties during laboratory sessions • Contribute and help prepare for camps • Preparing and setting up practical's for grade 10, 11 and 12 both formal and informal for each term • Responsible for setting up the grade 12 practical examination to the IEB standards, and runs the final IEB practical's exams in September

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual responsibility undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role as directed Senior Management.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Technical Standards	<ul style="list-style-type: none"> • Full computer literacy – Microsoft Office: Word, Excel, PowerPoint, Outlook, the Internet and preferably Pencil Box • Good knowledge of educational and whole school procedures, organisation, structure and systems • Efficient and effective administrator Ability to deal effectively with queries – deciding what action must be taken by whom	
Skills and previous experience	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent organisational and planning skills • Ability to approach all confidential matters with discretion and diplomacy • Good interpersonal skills and strong team orientation. 	2-3 years of previous experience as a lab assistant to a school
Qualifications and Accreditations	<ul style="list-style-type: none"> • Grade 12 (NQF Level 3) • Diploma or qualification (NQF Level 2-4) 	
Personal Competencies and Attributes	<ul style="list-style-type: none"> • Good emotional intelligence • Capacity to remain calm and work under pressure of deadlines • Self-confidence and a willingness to accept responsibility and where required, take initiative 	

	<ul style="list-style-type: none"> • Ability and willingness to build positive relationship with all stakeholders • Committed and enthusiastic • Reliable and dependable 	
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HOW TO APPLY

- Please send a covering letter and copy of your resumé to the following email address: waterfall.spcareers@reddam.house
- Your resume will be reviewed and if you meet the criteria, we will contact you for an interview.

Due to the current COVID environment, interviews may place via Skype, MS Teams, Zoom or another virtual platform.

All applicants will be expected to provide some if not all of the following (i) a supporting statement clearly outlining why they are interested in the position and school (ii) a CV with their details and history of employment and achievements (iii) at least two referees from a recent/current appointment.

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organization.

successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

Reddam House, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect the personal information that will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

APPLICATION FORM- SCHOOL STAFF

Introduction

Inspired is 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.

Please complete the following form as fully as possible. Please attach your CV in addition to the completed application form. The information requested below complies with Inspired's guidance on safer recruiting.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS	
Title (Dr/Mr/Mrs/Miss/Ms)	
First Name and Surname:	
ID Number:	
Current Address:	
Postcode:	

Previous Address, covering the last five years if different from above			
Home Telephone No:		Work Telephone	
Mobile Telephone No:		Email:	
Do you have Qualified Teacher Status?			
SACE Number:			

2. OTHER INFORMATION	
Are you related to any employee of the School?	
If yes, who?	
Please state where you saw this post advertised	

3. EMPLOYMENT
Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

4. Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Salary, Reason for Leaving

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Please state the reason for leaving each position in full.

5. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates

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6. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher or Deputy Head will be the referee. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friend.**

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			
Email			
In what capacity do you know the above?			

7. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please telephone in confidence to the Head of School. Please disclose any unspent convictions, cautions, reprimands, or warnings.

You should be aware that the School will institute its own checks on successful applicants for short listing.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

I have nothing to declare OR **I enclose a confidential statement**

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.

INFORMATION ON DATA PROTECTION

The POPIA Act aims to regulate, in harmony with international standards established under the General Data Protection Regulation (EU) 2016/679 (GDPR), the processing of personal information held by public and private bodies in a manner that gives effect to the right to privacy and describes how organization's — including Inspired must collect, handle process, and store personal information.

Inspired informs you that according to the POPIA Act the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

You expressly consent to the personal data being transferred to other schools within Inspired that may be interested in your work profile. Said schools may be located in United Kingdom or outside of EU or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following: a) they will provide your personal information only for professional purposes; b) we will process such references exclusively for the aforementioned purposes;) Inspired recognises to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.