



# SENIOR LABORATORY TECHNICIAN

## JOB DESCRIPTION

REVISED JUNE 2016



## ABOUT CATS COLLEGE CAMBRIDGE

CATS College offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. Students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

The responsibility of the Senior Lab Technician to assist with the delivery of practical work in the College's science programmes, and to be responsible for the science laboratories and prep room. The aim is to help the science teachers deliver the highest possible standard of teaching through experimental work and practical demonstrations and so improve students' performance in public examinations.

## REPORTS TO

You will be directly responsible to the Head of Science. You will work within the framework set by and under the general direction of the Principal.

## MAIN RESPONSIBILITIES OF THE JOB

The following gives a guide to the main tasks and the scope of the role. These aren't exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the College.

- Assist in the pursuit of the highest quality of classroom and laboratory teaching by coordinating the timely and effective delivery of laboratory equipment and materials in support of the science teachers' demonstrations and practical classes
- Set up and to test laboratory equipment and materials required for public examinations, and be on-site and immediately available throughout each practical examination
- Lead a team of laboratory technicians, and appraise other laboratory technicians in liaison with the Curriculum Director for Maths and Science
- Support the laboratory programmes for students entered for Olympiad practical tests, the Engineering Education Scheme and other similar external programmes
- Support the activities of the Science Clubs
- Contribute to the improvement of Science Schemes of Work by helping the Science tutors improve and extend their classroom demonstrations and laboratory practical classes
- Maintain all laboratory equipment, glassware and associated teaching resources in accordance with good laboratory practice and the maintenance procedures laid down by the manufacturers
- Make recommendations about the purchase of apparatus and equipment and to maintain correct stock levels, purchasing consumables and replacement items of equipment as required



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- Maintain the Science budget spreadsheet and regularly report any changes to the Curriculum Director for Maths and Science
- Maintain a supply of distilled water, ice and organic materials sufficient for the needs of teaching and public examinations
- Maintain the list of laboratory hazards, and to arrange the safe disposal of broken glassware, out-of-date chemicals and other waste materials
- Follow Health & Safety at Work regulations, the COSHH and CLEAPS codes of practices and enforce compliance across the team of laboratory technicians
- Support teachers in ensuring that students adhere to the code of conduct set out in the Laboratory Rules
- Contribute to Departmental audits and action plans and the College's action plan for continuous improvement and the pursuit of excellence
- Undertake appropriate tasks allocated by the Curriculum Director and Heads of science departments
- Attend departmental meetings, training days and general College staff meetings as appropriate

As part of your wider role within the College, you will also:

- Work as part of the science team to support other people at busy times
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake other work
- Promote a positive working experience for everyone
- Help to provide a professional and welcoming environment for all visitors to the College

#### ETHICS AND BEHAVIOUR

You will maintain standards of ethics and behaviour in and out of College. In particular:

- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

#### PERSON SPECIFICATION

The job requires that you are:

- Efficient and organised
- IT literate
- Smartly and professionally dressed
- Good at prioritising your time
- Comfortable working in English



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- Able to work under pressure
- Internationally aware and culturally sensitive
- A quick learner
- Proactive, flexible and reliable
- Trustworthy, dependable and reliable

And that you have:

- An excellent working knowledge of, and background in, safe laboratory practices appropriate for the range of activities in a school age science programme
- A logical, structured and organised outlook on life
- High levels of energy, an even temper and a sense of humour
- Ability to relate to young people
- Ability and willingness to work in a multi-cultural environment
- Willingness to work unsociable hours, including occasional weekend and evenings
- Ability to work as a team member and lead by example
- Excellent interpersonal and communication skills
- Experience working in a customer service role, if possible

#### CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College Cambridge community is expected to CARE. This means that we:

##### Commit

- Go the extra mile
- Follow-up & follow through

##### Act

- Take ownership
- Look for a solution

##### Respond

- Address issues positively
- Communicate proactively

##### Empathise

- Are active listeners
- Are respectful and value students, parents and other customers



#### ABOUT CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; OnCampus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

#### AND FINALLY

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.