



The Charles Kalms • Henry Ronson  
**Immanuel**  
College

HMC Independent Jewish Day School for Children aged 4-18

**Academic Excellence**  
**Expert Pastoral Care**  
**Inspiring Jewish Education**



The Independent Association  
of Prep Schools

## JOB DESCRIPTION

### Job Description – Science Technician

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.

<b>Summary of the role:</b>	To provide support for the Science Department
<b>Line management responsibility for</b>	n/ a
<b>Main duties and responsibilities:</b>	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <p>To provide laboratory / classroom and general assistance to the Science Department.</p> <p>The nature of the work requires a good technical knowledge and the utmost care to ensure a safe working environment. There will be a wide range of day to day duties including:</p> <ul style="list-style-type: none"> <li>To carry out laboratory duties including:- <ul style="list-style-type: none"> <li>- repair, construction and testing of equipment</li> <li>- preparation of reagents and solutions including concentrated acids and volumetric solutions</li> <li>- maintenance of microbiological cultures including aseptic work and the disposal of contaminated materials</li> <li>- periodic stock checking and replacement as required</li> <li>- organisation of storage</li> </ul> </li> <li>Preparation of equipment and materials for science practicals, projects and assessments.</li> <li>Distribute equipment, apparatus, chemicals and ICT equipment to the teaching laboratories</li> <li>Retrieval of apparatus from laboratories after use, return to store and disposal of non-hazardous waste as directed.</li> <li>Wash / clean equipment and autoclave if necessary.</li> <li>Care of plants and livestock within the department.</li> </ul>



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- Support for students carrying out projects such as STEM, Science club, and Sixth Form Extended projects.
- To support ICT, such as datalogging, within the department.
- Undertake general maintenance and cleaning work in the classroom as well as some administrative work for the department.
- Maintain standards of safety and security as set out in the School and Science Department Handbooks.
- To carry out other duties which may be decided from time to time within the grading of the post.
- To carry out any other reasonable duties on a daily basis as directed by the Head of Department.

The Postholder should be able to organise and prioritise work on a daily and weekly basis, demonstrating a proactive approach and good initiative.

**Note:**

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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## Person Specification

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.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>GCSE Maths, English and Science (or equivalent)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>Degree</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Relevant technician experience</li> <li>Experience of working within an educational establishment</li> <li>Administrative experience</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Experience of using equipment and machinery</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to follow safe working practices</li> <li>• Excellent communication skills</li> <li>• Ability to approach all matters with discretion and professionalism</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• Ability to plan and coordinate</li> <li>• Diplomacy and presence</li> <li>• Confident, positive and flexible attitude</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Full computer literacy</li> <li>• Knowledge and understanding of Immanuel College, our values and working practices</li> <li>• Knowledge and commitment to working within the framework of the College's Equality and Diversity policy</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young</i></p>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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	<p><i>people</i></p> <ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with challenging behaviours</li><li>• Positive attitude to use of authority and maintaining discipline</li></ul>		
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