



King Edward's

WITLEY

Job Description – Laboratory Technician (Chemistry)

Overall Purpose

The purpose of the role is to support the academic staff in the smooth running of the department, offering technical assistance to staff and pupils in and out of lessons. Whilst this role has a bias towards Chemistry, Science Technicians are required to support all aspects of the curriculum including Physics, Chemistry, Biology, Sports and Environmental Science

Reporting to: Head of Science

Location: King Edward's Witley

Hours of work: 37.5 hours per week, 37 weeks per year, with working hours between 8.00 a.m. and 4.00 pm or 8.30am to 4.30pm. There may be an occasional requirement to work on a Saturday morning, taking time off, in lieu, during the week by arrangement.

PRIMARY FUNCTIONS

Technical:

- Assistance with the repair of apparatus across the whole Science department
- Setting up and clearing away of apparatus across the whole Science department
- Practical work and keeping request lists up-to-date
- Stock-taking of equipment and chemicals on a regular basis
- Keeping up-to-date with safety regulations and advising members of staff as appropriate
- Making sure equipment conforms to statutory regulations for safety and providing the relevant hazards, liaising with the Health and Safety Officer and CLEAPSS in this respect
- Assisting all staff regarding the suitability and availability of apparatus and chemicals for practical work
- Having a specific responsibility for the assigned laboratories, ensuring that they are in working order and liaising with the maintenance department when matters require attention

Administrative:

- Financial matters - invoices, payment of bills, etc. (The technician has responsibility for keeping up to date with budgets for the individual departments.)
- Maintenance of book lists; assisting with the collection and distribution of books to pupils.
- Labelling of equipment and maintenance of book stock.
- Ordering of chemicals, equipment and materials across the whole Science department.
- Liaising with the administration office regarding the collection of post.

Other duties:

- Science technicians are expected to be flexible in responding to the demands across the whole department for technician support.
- Assistance with the bulk photo-copying of material for whole cohorts and examinations
- Organisation of the laundry for lab coats
- A willingness to assist on school trips during the teaching day as requested

PERSON SPECIFICATION**Essential**

- GCSE Maths & Science (Grade C/4 or above) or equivalent.
- Previous experience as a technician
- Computer literate and familiarity with Microsoft Office Word, Excel and Outlook.
- Good communication skills.
- Sympathy with the ethos and aims of the School and of the Foundation.

Desirable

- Education sector background.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's Witley and Barrow Hills School as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 38% of students are from abroad, from over 40 different countries. There is a Sixth Form of 140, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2004 the introduction of the International Baccalaureate Diploma, now its predominant Sixth Form curriculum, alongside A levels for some who wish to specialise earlier. In its most recent educational quality inspection in 2015 the School was judged by ISI to be "Excellent" in all areas. The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----

