



Job Description – Science Lab Technician (Part-time 2 days)

Quorn Hall School provides a high-quality education designed to develop students to their full potential – academically, socially and vocationally. Students follow a broad, balanced and relevant curriculum provided throughout the school to ensure a rich and full educational experience. We believe that:

- The school should be a secure, supportive and challenging environment
- All members of the school should respect each other and treat others in the way they would want to be treated themselves
- We should all work together to make learning enjoyable and satisfying for everyone; learning should be about passion and ambition with quality at its heart
- Everyone should have his or her achievements recognised
- We shall work together to build good relationships within and beyond the school gates; we seek to be responsible citizens and actively promote community responsibility and we seek to engender amongst learners a sense of tolerance, understanding and integrity.

The role at Quorn Hall School will suit an energetic and dedicated professional who is looking to make a difference to the lives of young people with SEMH difficulties, as well as furthering their own professional development.

Aim of the Post

To assist teaching staff and students learning through efficient and effective organisation/maintenance of materials and equipment. To be a Technician in the School and to assist in the science areas as required and where appropriate use ICT. To contribute to the development of an ethos of learning throughout the school.

Main Duties

- To maintain the Science Laboratory and preparation area, ensuring resources and equipment are ordered, stored safely and tidily and ready for lessons as appropriate.
- To keep documented records of resources and equipment and make sure all equipment and resources comply with health and safety regulations.
- To work closely with science teaching staff to ensure good communication is maintained to help ensure the smooth running of the department.
- To have an understanding of pupil needs and comply with all school policies and regulations.
- Comply with legal and organisational requirements for maintaining the health, safety and security of self and others in the school.

- Be aware of and comply with policies and procedures relating to Safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Take part in training activities offered by the school to further knowledge, skills and development and participate in regular performance reviews.
- To carry out duties in accordance with Equal Opportunities Policy.
- Provide general clerical and administrative support, as appropriate to support teaching staff.
- The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Safeguarding recruitment statement Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with employers and the Disclosure & Barring Service. We aim to be a fair employer and are committed to equal opportunities. Quorn Hall School does not discriminate against employees on the basis of gender, ethnic origin, disability or age.