



KENT COLLEGE
CANTERBURY

GENERAL SCIENCE TECHNICIAN



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KEY APPOINTMENT DETAILS

Job title:	General Science Technician
Reporting to:	Head of Department
Employment status:	Part-time / Permanent
Job location:	Kent College Senior School
Interviews:	W/C 24th March 2025
Closing date:	21st March 2025
Start date:	September 2025

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. Our Senior School (11 - 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 - 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level as well as the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. Results place Kent College among the best UK schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects.

In August 2016 Kent College opened a school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, and as a versatile and practical space for our highly regarded Drama and Music departments, as well as being available for use by the local community.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS

embrace equality, diversity and inclusion

RESPECT

value oneself, others, and the world around us

KINDNESS

be considerate and compassionate towards others

ACTING JUSTLY

work for good through service to others

RESILIENCE

build the courage to take risks and to forgive others

AMBITION

engage positively with all learning opportunities

CURIOSITY

inquire actively

HUMILITY

walk humbly



THE DEPARTMENT

The Science Department has distinct working areas for Chemistry, Physics and Biology, and teachers concentrate on their own specialist area as well as contributing to the teaching of Science in Years 7 and 8.

Biology, Chemistry and Physics each have 2 dedicated laboratories with two additional General Science laboratories. Science teaching is currently supported by three technicians, who each have their own prep room to manage and organise.

In Years 7 and 8, the School follows the Exploring Science curriculum. Emphasis is very much on a practical investigative approach in which the pupils are taught the basic skills required for a successful future in science.

Currently, GCSE Sciences are taught as individual subjects, with students opting to take two or three Science GCSEs. However, we are currently working towards offering AQA Trilogy GCSE from September 2024.

At A Level, the OCR A syllabus is taught in all Sciences. The Science Department also teaches the IB programme, delivering both Standard Level and Higher Level courses. Uptake in the sixth form is also strong, and we have a track record of excellent results, with a good number of these students each year heading off to medicine or STEM related courses at University.



THE ROLE

We are seeking a motivated and enthusiastic laboratory technician to provide specialist technical support to teaching staff within the designated work area, and to ensure the safe and proper use and maintenance of resources and equipment. Their technical knowledge and skills will support a variety of teaching activities, including more advanced work with A Level and IB examination courses. Specialist training may be available for a suitable candidate.

JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses. It is not intended to have contractual effect.

1. Laboratory Servicing

- Establishing a system for collating teacher requests for apparatus and chemicals so that resources for practical work are available on time.
- Preparation of apparatus, chemical solutions (including standardisation when necessary) for practical work and demonstrations; ensuring that all the chemicals and equipment required are placed/laid out in the laboratory before the start of each lesson, and that any demonstrations are set up as directed.
- Clearing of apparatus from the laboratories after practical work and demonstrations, usually after students clear up; wiping down of surfaces when necessary (including cleaning of balances and microscopes); ensuring safe disposal of unwanted chemicals, broken glassware and other waste materials.
- Washing up of used glassware; ensuring return of chemicals, apparatus and other resources to stores; ensuring laboratory glassware/equipment is replaced as necessary and reagent bottles are topped up.
- Making purchase orders and checking deliveries, including purchasing items locally and maintaining a record of expenditure.
- Undertaking general maintenance of laboratories, checking that all equipment is clean and safe to use.
- Assisting in maintaining records and inventories of equipment, chemicals and resources.
- Designing, developing and maintaining specialist resources and/or long term projects and offering professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Setting up of multimedia, computer and data-logging equipment when required.

2. Construction and Repair

- Maintaining and repairing glassware/apparatus and other laboratory equipment to required standards.
- Testing of new equipment in conjunction with statutory requirements (at the direction of a member of the Science teaching staff) and devising new practical work, where appropriate.

- Construction and/or modification of apparatus for use and display, on direction of Science teaching staff.

3. Health and Safety

- Ensuring safe storage and/or disposal of equipment, glassware, chemicals and waste materials in line with recognised procedures and appropriate risk assessments (to include labelling of chemicals used in the laboratory).
- Assisting in the updating of risk assessments as directed by Science staff.
- Providing Hazcards when appropriate.
- Assessment and monitoring of health and safety procedures, and information resources.
- Inspection, and (where possible) maintenance of safety equipment (at the direction of the teachers of Science).
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Keeping up-to-date with Health and Safety requirements and with developments in practical science, possibly by attending courses and reading relevant publications.
- Knowing the position of first aid boxes and eye wash stations and returning them if used or moved; requesting replenishment of first aid supplies from the School Medical Centre when such items have been used or are out of date.
- Checking that all windows are closed, all fire extinguishers are in place and all gas taps and electrical cut-offs are turned off during the holiday.

4. Advisory

- Assisting staff with practical work and demonstrations if requested.
- Advising staff (and occasionally students) on suitability of equipment for experiments.
- Attending training courses, including CLEAPPS and H&S, with subsequent advisories to teaching staff.
- Attending departmental INSET and whole school INSET as appropriate.

5. General and Housekeeping

- Ensuring general tidiness of laboratories and prep room.
- Answering the phone and taking messages.
- Checking the condition of laboratory apparatus (e.g. Bunsen burners, retort stands) at the end of each term and cleaning as necessary. Cleaning of surfaces and sinks.
- Thorough cleaning of prep room and reorganisation of storage (as necessary) at the end of every term. Cleaning of trolleys, shelves.
- Organising, storing and checking the condition of chemicals and equipment.
- Full checking of stock at the end of every term, noting deficiencies.
- Preparing bulk solutions (e.g. dilute acids) as necessary.
- Ensuring all stationery is available and replenished on a regular basis, including annual orders of key items.
- Undertaking of other duties and responsibilities appropriate to the post, including liaison with other departments and Science technicians, as may be determined by the Head of Chemistry/Science.

PERSONAL ATTRIBUTES

A Science Technician at Kent College will be a well-qualified experienced technician who has the potential to develop into an excellent member of the academic support team. They will be expected to demonstrate:

- A resonance with the ethos and mission of Kent College.
- Enthusiasm for Chemistry and the learning of Chemistry.
- An ability to work as part of a collaborative team.
- Competence in administration.
- The ability to command respect from pupils, parents and colleagues.
- Excellent interpersonal skills.
- A high level of reliability and responsibility.
- An adaptability to new ideas and to learning new skills.
- The ability to work independently using initiative.
- Personal organisation and efficiency.
- Stamina and resilience.
- Loyalty and discretion.
- The ability to act with integrity and honesty, and to demonstrate ethical, inclusive, safe and respectful working practices towards students, colleagues, parents and other members of the school community.

PERSON SPECIFICATION

Qualifications and training:

- Technician NVQ or equivalent / experience in a similar role desirable.
- A-Level Biology, Chemistry, Physics or equivalent desirable.

Experience:

- Good interpersonal skills and experience of working in a collaborative team is essential, within a laboratory setting is desirable.
- A well-developed interest in Science is essential.

Skills and knowledge:

- Excellent up to date knowledge of managing chemical storage and the safe use of chemicals in a school setting is desirable.
- Good knowledge and application of IT systems is essential.



SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this committment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: 24 hours per week, term-time plus 1 week (36 weeks per academic year)

Salary: £11,485 per annum (£24,960 full time equivalent)

Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks*
- Tuition fee remission*
- Free car parking
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

