

Job Description

LABORATORY TECHNICIAN (Part Time)

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.

Academic Team

Post:	Laboratory Technician
Salary:	£7,500
Contract:	Probationary period of 2 Terms, followed by a permanent contract
Reporting to:	Teacher in Charge of Science
Working closely with:	Teacher in Charge of Science
Hours:	14 hours per week. 8.30 am - 12.00 noon Mon to Thurs (may need to be flexible), term time only.

Purpose of job:

In this role you will provide technical support to the small science department, contributing to students' learning experience by assisting with the preparation of materials and apparatus for practical work, innovating and creating new equipment.

Applicants would benefit from relevant previous experience and familiarity with the handling of chemicals and scientific equipment along with a good understanding of laboratory safety.

The preparation and trialing of GCSE science and A' Level Biology practicals comprises a core part of this role and experience would be preferable, but not essential.

Applicants would also be required to keep stock checks, place orders for chemicals, equipment and stationery and take care of deliveries and invoices as well as keep departmental financial records.

Main Duties and Responsibilities:

Accountabilities:

Maintenance:

- Taking care of laboratory equipment and apparatus
- Carrying out and arranging for maintenance and repair of resources
- Constructing and modifying apparatus
- Stock taking and organising the storing of chemicals and equipment
- Obtaining materials by local purchase

Operational:

- Trialling practical activities
- Making up solutions, assembling apparatus, delivering equipment to rooms.
- Occasionally assisting in class practical including carrying out demonstrations
- Caring for plants and/or animals, where appropriate
- Collecting, checking and returning equipment to stores
- General Laboratory cleaning: bench surfaces and fixed equipment (laboratory sinks, emptying/supervising the emptying of sink traps)
- Disposing of waste materials

Technical:

- Carrying out risk assessments for technician activities
- Providing technical support to experienced and trainee teachers including health and safety guidance
- Keeping up to date with developments in practical science and health and safety requirements
- Carrying out health and safety checks on laboratories, prep rooms and stores

General:

- Attend and participate in staff and working group meetings and training as appropriate.
- Adhere to and work within Elmhurst School practices and policies including those relating to Equal Opportunities.

This job description is subject to change at the discretion of the Principal.

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 These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		Good general education appropriate to the post.	Certificates
Stakeholder Focus	Demonstrable understanding of Elmhurst as an organisation, school vision and needs. Evidence of responding quickly to stakeholder needs and resolving concerns.		Application form Interview Professional References
Knowledge & Experience		Scientific background, previous experience as a lab technician, including preparation of A' Level Biology and GCSE Science required practicals.	Application Form Interview Professional references
Skills	Good communicator, organized, practical, clear understanding of lab safety.	Ability to communicate and work with pupils aged 11 to 18.	Application Form Interview Professional references
Innovation	Ability to create new experiments, construct appropriate equipment and keep up to date with current thinking in school science.		Interview Application From Professional References
Personal competencies and qualities	High level of personal integrity Highly organised Methodical Well presented & personable Genuine enthusiasm and the ability to work well within a wider staff team.		Application Form Interview Professional references

In common with all employees of the school, the post-holder will be expected to share the:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

EQUAL OPPORTUNITIES POLICY STATEMENT

Elmhurst School is striving to be an equal opportunities employer.

In line with the current legislation, as an employer of staff, we aim to ensure that all job applicants, staff and volunteers do not suffer unfair discrimination because of their race; colour; nationality; ethnic origin or religious belief; social class or caste; age; disability; sexual orientation; marital status; family situation; or gender.

We aim to ensure that all people with whom we work are valued for their contribution and are given the opportunity to realise their full potential within the organisation.

Elmhurst School believes that following a policy of equality of opportunity will benefit not only the individual but will also benefit and enrich the whole organisation.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff is required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above are provisional. Further details may be supplied when the person is appointed. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.
