

## **Laboratory Assistant to the Science Department. Permanent role, Term-Time only.**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and 116 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a Laboratory Assistant for the Chemistry and Biology Preparation room to undertake general duties to assist in the smooth running of resourcing and preparation for lessons for the Science Department.

### **OUTLINE OF POST:**

The Laboratory Assistant will have responsibility for the cleaning of glassware and equipment that has been used for practical lessons. Basic stock maintenance of the Chemistry/Biology Preparation Rooms and labs. We would aim to develop greater responsibility in preparing stock solutions of chemicals for Chemistry and Biology use. Working collaboratively with the rest of the technical team and form an integral part of the of the Whitgift Science Department.

The Laboratory Assistant is supervised by the Team Leader Technician. The plan for laboratory cleaning may, however, be set by the Head of Science and communicated to the Laboratory Assistant via the Team Leader Technician.

### **MAIN DUTIES AND RESPONSIBILITIES:**

To work under the guidance and direction of the Senior Laboratory Technicians to:

1. Keep the stationery storage area tidy and replenished.
2. Be responsible for the collection and cleaning of glassware and equipment in the Chemistry/Biology Preparation Room.
3. Be responsible for the cleanliness of all the Science laboratories including the sinks, fume cupboards and workbenches but excluding floors and windows.
4. Replenish roller and paper towels, when necessary, in laboratories and Preparation Room
5. Replace clean/washed glassware and equipment in the Science laboratories and prep room
6. Replenish wash bottles, when necessary.
7. Ensure that chemical waste is disposed of according to COSHH regulations.
8. Obtain supplies of cleaning equipment, paper towels, bin liners and cleaning solutions, from the cleaning staff.
9. Be familiar with the Science Department Safety Policy and with safety procedures in general.
10. Report to the Head of Science, via the Team Leader Technician, any health and safety issues relevant to the Laboratories and prep-rooms.
11. Assist with the general day to day running of the Science Department to promote good working relationships.
12. Perform such other duties as reasonably correspond to the general character of the post and are commensurate with their level of responsibility.

## **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the Health and Safety at Work Act, Manual Handling, Working at Height and Electricity at Work regulations. Ensuring compliance with the Whitgift departmental policies and Standard Operating Procedures.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

## **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Experience of working in a busy environment.
- Ability to prioritise workloads and manage deadlines.
- Able to work efficiently and calmly, even at times of particular pressure.
- Effective verbal and written communication skills.
- Ability to work on your own initiative.
- A proactive team player.
- A flexible and co-operative attitude.
- A smart appearance, commensurate with the high standards of the School.

### **Desirable**

- Knowledge and experience of working in a laboratory/catering environment would be beneficial.
- Ability to be flexible regarding working hours to meet occasional school events in the evenings plus one Saturday per academic year.

## FURTHER INFORMATION

### CONDITIONS OF SERVICE

All of our staff benefit from a competitive remuneration package, including:

- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Access to our onsite gym
- Membership with BUPA, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking, when available
- Lunch is available onsite during term time

### CONDITIONS OF SERVICE

This position is offered as a permanent post.

The Laboratory Assistant will work 5 days per week. The hours are 8.00 am to 5.00 pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finish times to meet the needs of the department or for school events throughout the year.

The salary range for this post will be Point 12-14 on the Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £26,008 per annum (at Point 12) to £27,133 (Point 14) depending on qualifications and relevant experience. The Pro-rata salary will be £20,806.40 to £21,706.40 per annum (based upon Term Time only).

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities)***

May 2024