



CHEL TENHAM COLLEGE

Part Time Science Laboratory Technician College 13-18

The College and The Prep

Cheltenham College is an independent boarding school located at the heart of the Cotswolds. It educates boys and girls from the ages of 3 to 18 years old at [Cheltenham Prep](#) and then at the senior school, [Cheltenham College](#).

Founded in 1841, College is the oldest of the Victorian public schools and is predominantly a boarding school of some 690 pupils, including a Sixth Form of approximately 280 pupils. The Prep School [3-13] is largely a day school of some 400 pupils. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town.

Both schools are fully co-educational. They have fine academic records and a considerable reputation for sport, drama and music.

The Science Department

Science is taught in the College by a team of 15 teachers in a purpose-built single storey block, which houses the laboratories, preparation rooms, a library, resources centre, workshop and offices. All pupils study at least two sciences up to 16+ with the majority undertaking all three. A considerable number choose to read one or more sciences at A level. Teaching is strongly oriented towards practical work.

The Science Department in the College has 15 teaching laboratories. Biology, Chemistry and Physics each has its own preparation room, run by a senior technician. Technicians assist in each of the three departments.

On occasion, the successful candidate may be required to provide technician support in the College Preparatory School. The Prep School has 4 laboratories with one preparation room.

Job Description

Previous experience and a background in Science would be an advantage but is not essential, as full training will be given. The successful candidate will be working in all of the three science departments. His/her work will initially be closely supervised with the expectation that he/she will eventually be able to work independently.

The Technician's responsibility is to assist the Senior Technicians in each of the departments in both schools and in particular to:

- Help with efficient day to day running of the Preparation room and the servicing of the laboratories, to include preparing chemicals, setting out and clearing away equipment, cleaning glassware and storing materials for experimental and demonstration work
- Liaise closely and co-operatively with members of the teaching team
- Help with routine maintenance and servicing of equipment and chemicals
- Assemble equipment for demonstrations when required
- Assist in preparation of materials for internal practical assessments at A Level
- Ensure that correct safety procedures are always followed in the departments
- Assist with photocopying, filing and other administrative tasks as required

Person Specification

- Excellent communication and interpersonal skills
- Background in Science an advantage but not essential
- Able to work as part of a team but also able to use initiative
- Flexible and co-operative attitude

Terms and Conditions

- Salary between £17,000 - £18,000 (Pro-rata) per annum, depending on experience
- 20 hours per week (8.30-12.30), for 33 weeks per annum.
- Working on staff in-service training days is also required
- School lunch available during term time
- Members of staff can use College sports facilities at staff allocated times
- Pension Scheme available after satisfactory completion of probationary period
- Subsidised health scheme membership (Benenden)

November 2018