



# KING EDWARD VI GRAMMAR SCHOOL

## HOLISTIC, ACADEMIC, EDUCATION

### Science Technician

Contract: Permanent – Term-time

Hours: 25 / 39 Weeks pa

Salary: £13,893.70 pa pro rata

(Full-Time Equivalent £23,811 per annum)

Grade: KE3

Start Date: 1 September 2024

Reporting to: Senior Science Technician

Closing Date: Midnight on 30 June 2024\*

Interviews: w/c 1 July 2024



### Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with approximately 960 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.

\* The School reserves the right to bring the closing date forward if it has a suitable field of applicants.



# Summary

We are looking to appoint a Science Technician to join our school for 25 hours per week, term-time only to include an additional two open evenings.

The successful candidate will provide technical support to the Science department assisting with organising and maintaining laboratory equipment and measuring out and safely disposing of chemicals.



# Job Description

The role of the Science Technician is to provide technical support through the Science Department.

## ROLE RESPONSIBILITIES

- To assist in the cleaning of equipment and maintaining hygiene standards throughout the Science department.
- To prepare equipment for scientific experiments as part of science practical lessons or demonstrations.
- To prepare, maintain and store apparatus and materials for demonstration, checking them before and after class for quantity & damage.
- To assist in control of stock, including the requisition of stock as necessary and liaising with suppliers and the finance office.
- Keep records of stock breakages.
- To maintain an inventory of materials and equipment and ensuring an accurate and up to date list of assets is maintained as per the school guidelines.
- Maintenance of laboratories to ensure clean, safe and orderly environment including the cleaning of sinks and benches.
- Construct and repair Science equipment as required.
- Ensure availability of resources as necessary.
- Assist in pre-class preparation for displays and exercises.
- Delivering checking and returning stock from classroom back to storage.
- Reprographic and administrative duties as may be required within department.
- To assist teaching staff with practical supervision in the classroom.
- Cleaning of glassware and other equipment.
- Arrange the safe disposal of chemicals and waste materials.
- Organisation of repairs or specific maintenance as necessary
- Carrying out the annual electrical safety checks of equipment in the department & as requested.
- Ensure the correct storage and handling procedures of hazardous materials in line with CLEAPPS Secondary Science publications.
- To be responsible for ensuring the prep room and classrooms conforms to Health and Safety regulations and ensuring adherence to CLEAPPS Secondary Science publications.



# Person Specification for Science Technician

## Essential Knowledge and Skills

- GCSE (or equivalent) at Grade C or better in Maths and English
- 1 year's experience of working in a similar role either in Education or in Business
- Ability to demonstrate and use initiative and foresight.
- Working knowledge of COSHH regulations
- Working knowledge of Health and Safety Legislation
- Ability to follow instructions and work to given deadlines
- Good standard of written English
- Good interpersonal skills
- Good organisational skills and the ability to work under pressure
- Ability to present appropriate image of the school to external parties
- Willingness to engage with relevant training & development
- Ability to work flexibly as part of a team
- Flexible attitude

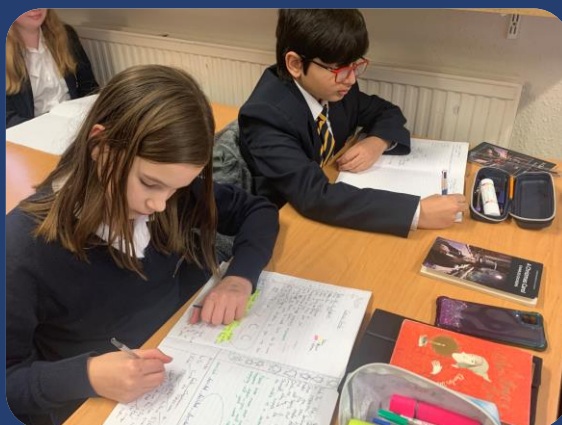
## Desirable Knowledge and Skills

- Competent user of Microsoft Office software and databases
- Knowledge of working in a school environment
- Knowledge of CLEAPPS
- IOSH qualification
- First Aid qualification



# How To Apply

Please apply through  
TES JOBS



<https://www.tes.com/jobs/vacancy/science-technician-lincolnshire-2087042>

We do not accept CVs

**Closing Date: Midnight 30 June 2024**

**Interviews: w/c 1 July 2024**

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*We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.*