



Prepare | Aspire | Succeed

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name

(in capitals)

Date

Post Title: Science Laboratory Assistant / Technician

Grade: Bucks Pay Range 1-2 pro rata (from £18,329 pa full-time equivalent, from £8,193 pa actual salary) dependent upon experience

Hours: 20 hours per week over 5 days (9.00 am to 1.30pm with half hour unpaid break (flexible hours possible), 38 weeks per year (term-time only)

Responsible to: Head of Science Department

Job Purpose: To work as a team member with the Senior Science Lab Technician and teachers to provide appropriate support for the delivery of the curriculum to the whole school.

MAIN DUTIES

- To work as a team with the senior lab technician and teachers to provide appropriate support for the delivery of the curriculum to the whole school, and to ensure efficient running of the prep room and laboratories.
- To assist in classrooms as requested in the delivery of practical lessons.
- To set up and clear away after practical's, and dispose of waste safely following health and safety guidelines.
- To assist with the safe and appropriate storage of chemicals and equipment (COSHH and IOSH).
- To assist in maintaining science health and safety documentation.

The Cottesloe School

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Headteacher Mr S Jones, MA

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- To assist with keeping the prep room and laboratories clean, tidy, and maintained to comply with health and safety requirements.
- To undertake/assist with the regular servicing and repair of microscopes, Bunsen burners, electrical wires, PPE equipment etc.
- To assist with accurate stocktakes of chemicals and their condition.
- To assist with the replacement/ordering of stock.
- To pack/unpack and check apparatus and chemicals.
- Purchase of consumables from local shops as required for practical's/demonstrations.
- To assist with looking after plants used for practicals within the Science Department.
- To assist with maintaining aquariums and vivarium's and their residents.
- Assist in monitoring laptops/ICT within the department e.g. signing equipment in and out.
- To undertake photocopying and errands.
- To liaise with administrative staff on behalf of the Science Department.
- To liaise with site staff on behalf of the Science Department.
- To respond to and act on incoming phone calls to the Department
- To assist students at the prep room door.
- Undertake such other duties/responsibilities as may from time to time be reasonably required.

PERSON SPECIFICATION

Post Title: Science Laboratory Assistant / Technician

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable
TRAINING/QUALIFICATIONS:		
Good standard of education including English, Maths and Science	✓	
A level or higher in Science (or equivalent)		✓
Commitment to continuing professional development and further training	✓	
SKILLS AND COMPETENCIES:		
High standard of written and spoken English	✓	
An interest in Science	✓	
Adaptable, flexible and friendly manner	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise work effectively	✓	
Ability to work to deadlines	✓	
Ability to work calmly under pressure	✓	
Attention to detail	✓	
EXPERIENCE:		
Working in a school laboratory		✓
Working with secondary school age young people		✓

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.