



Prepare | Aspire | Succeed

Signed
Name
(in capitals)
Date

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

Post Title: Science Laboratory Assistant / Technician

Grade: Bucks Pay Range 1 – 2 pro-rata dependent upon relevant experience

Range 1 from £20,661 - £21,662 pa actual salary; from £24,630 - £25,823 pa full-time equivalent.

Range 2 from £22,248 - £24,111 pa actual salary; from £26,522 - £28,742 pa full-time equivalent.

Hours: 37 hours per week over 5 days (as agreed with Line Manager),
38 weeks per year (term-time only)

Responsible to: Core Curriculum Lead - Science

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 practicals, 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.
- 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.

The Cottesloe School

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Headteacher Mr S Jones, MA

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- 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 practicals/demonstrations.
- To assist with looking after plants used for practicals within the Science Department.
- To assist with maintaining aquariums and vivariums 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

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 with good communication skills	✓	
An interest and ability 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 postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.

- 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.
- 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.