

JOB DESCRIPTION

Laboratory Assistant



DEPARTMENT	Chemistry
REPORTS TO	Head of Chemistry
RESPONSIBLE FOR	N/A
WORKING PATTERN	Full time, 40 hours per week (your employment contract will give full details)
ISSUE/REVISION DATE	October 2025

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

There are eight masters and three support staff in Harrow School's Chemistry Department. Lessons are taught on Monday to Saturdays with teaching each morning and three afternoons/evenings depending on the time of the year. Chemistry is taught in each year group; about 140 boys sit GCSE, 60-70 sit AS and A2 level Chemistry.

THE ROLE

Together with two other technicians the Laboratory Assistant will support the teaching staff to prepare for practical lessons, clean equipment and provide a healthy and safe working environment.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

LESSON PREPARATION

Under the supervision of the senior technician/technician, provide assistance and information as required in the preparation of resources for practical lessons that meets the standards and the requirements of the classes involved.

- Deliver equipment and materials to rooms.
- Be aware of the timings of the School day so that there is prompt and efficient availability and turnaround of equipment and materials.

STOCK CONTROL

Assist the senior technician/technician to provide safe storage, transit and accessibility of resources so that stock levels are maintained in good order and available when required.

- After lessons, collect, check in and return resources to stores
- Maintain resources including routine repairs
- Obtain materials by local purchase when required.
- Conduct stock checks and equipment checks when required

HEALTH, CLEANLINESS AND SAFETY

Ensure a healthy, safe and productive work environment through the routine maintenance and cleaning of equipment, laboratories and prep rooms.

- Clean laboratory bench surfaces and fixed equipment
- Clean used equipment with care to prevent damage or injury including glassware and portable equipment
- Clean laboratory sinks
- Check and clean fume cupboards
- Dispose of waste materials in an appropriate manner
- Conduct health and safety checks on laboratories, prep rooms and stores on a weekly/monthly basis
- Keep up to date with health and safety regulations that affect the department
- Be vigilant to notice and prevent any practices that may risk a colleague or boy's health or safety.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

Post holders will be expected to demonstrate the following:

QUALIFICATIONS

ESSENTIAL

- Good general education

DESIRABLE

- A first aid qualification
- Appropriate health and safety knowledge

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience of cleaning in an environment where care and attention to detail is required

DESIRABLE

- Experience of working in a school environment

SKILLS AND ABILITIES

ESSENTIAL

- Fluent written and spoken English language skills, to read safety labels and comply with safety instructions
- Ability to handle delicate items and equipment with care to prevent breakages
- Ability to communicate respectfully and professionally with all staff, pupils and visitors
- Ability to think and work quickly, calmly and politely under pressure
- Ability to work independently and get on with tasks
- Excellent attention to detail to accurately clean/prepare equipment according to instructions and support high levels of stock accuracy.
- Vigilance to proactively uphold the highest standards of health and safety, and direct others to do so.

PERSONAL ATTRIBUTES

- Punctual and reliable
- Friendly and collaborative
- Willingness to be flexible to support the needs of the department and cover other departments to meet the needs of the School.

OTHER REQUIREMENTS

- Identify opportunities and contribute to the work of the School's charitable organisation, the Shaftesbury Enterprise where possible and appropriate.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.