



RADLEY

Assistant Laboratory Technician Chemistry Department

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

The Department

The department prides itself on aspiring to the highest levels in its teaching of Chemistry and is consistently aiming to raise expectations in the boys. The department follows the AQA GCSE and Edexcel A-level courses and the practical elements therein take up an important part of a boys' chemistry education.

Chemistry is taught in the lower school in preparation for Edexcel IGCSE Chemistry or Dual Award Science taken by boys at the end of the Fifth Form (Year 11). Boys are streamed in eight sets (maximum 22) from their arrival in the school, and work for higher sets is extended appropriately. Chemistry is also a popular subject at A level (Edexcel) with between 40 and 60 boys studying the subject in the Sixth Form. Chemistry results are very strong across both IGCSE and A-levels.



Radley College is looking to appoint an Assistant Laboratory Technician for its Chemistry Department. Working hours are 8.00 am – 4.00 pm Mondays to Thursday, with one hour for lunch. Very occasionally help may be required outside these hours on Saturdays.

The role will suit somebody who has experience or would like to acquire experience in laboratory work. There is a Senior Technician and both roles report to the Head of Department. Guidance and mentoring will be provided.

Key Responsibilities

- Be responsible for the collection, cleaning and replacement of equipment and glassware, ensuring labs are properly equipped at all times.
- Assist in the putting out of required laboratory apparatus and chemicals prior to experimental/ demonstration work.
- Ensure items for cleaning by the College's Laundry are collected and returned each week.
- Undertaking chemical risk assessments and following strict health and safety protocols.
- Assist with the ordering of chemicals and general equipment.
- Helping/supporting pupils in the project room by providing necessary kit and chemicals.
- Assisting with stock takes.
- Making up basic solutions and mixtures.
- Assembling practical requirements (helping with and solely responsible, if necessary, when other technician is away).
- Liaising with external suppliers.
- Liaising with other departments, such as finance, maintenance, IT, Health and Safety.



Person Specification

- Understanding of routine laboratory tasks including safe handling, labelling, storing chemicals, and maintaining equipment.
- Experience setting up standard Chemistry practicals and equipment used in school laboratories.
- Awareness of laboratory health and safety procedures and regulatory requirements.
- Experience working in a school or educational science laboratory (desirable).
- Familiarity with preparing solutions, reagents, and experimental materials
- Experience supporting teachers or students during practical activities.
- Ability to perform routine tasks accurately and follow strict procedures
- Strong organisational skills.
- Attention to detail in equipment preparation, logging, record-keeping, and inventory management.
- Ability to manage time effectively in a busy academic timetable environment.
- Competence in basic ICT for stock control, ordering, and documentation.
- Ability to support demonstrations or assist in developing practical learning experiences.
- A calm, reliable, and professional manner, particularly during high-demand teaching periods.
- A positive and proactive approach, with the ability to anticipate needs and support the Chemistry department effectively.

Employee Benefits



Our stunningly beautiful, rural campus is situated 5 miles from Oxford with good bus and train links



Excellent pension scheme (contributory group personal pension scheme).



Reduced membership to the on-site Sports Centre (£50)



Free on-site parking



Reduced membership of the nine-hole golf course



Free meals during term time



College sickness scheme



Free uniform provided



Regular social events for staff & family



Employee Assistance Programme confidential advice



CPD and opportunities for learning



Access to the well stocked school library



Annual onsite free flu vaccination

How to apply

Applications must be submitted via the link on the school website www.radley.org.uk/employment.

We reserve the right to consider applications as they arrive.

For an informal chat about the role please email the HR Department (hr@radley.org.uk).

Closing date for applications is 12 noon, Thursday 23 April 2026.

SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



Radley College

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.





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