



All Hallows Catholic School

www.allhallows.net

LABORATORY TECHNICIAN To start September 2024

An opportunity has arisen to join this close-knit team of Technicians. Reporting to the Lead Technician and the Head of Science, this role requires a hard-working and committed individual to support the work of the Science Department. Experience of laboratory work, good IT skills and Science qualifications up to A-Level would be an advantage. The successful candidate must be able to multi-task, and have excellent attention to detail.

Salary range £21,547 - £22,527 pro-rated (£25,581 - £27,101 FTE) dependent on experience and qualifications.

The position is term-time only (39 weeks per annum), 37 hours per week.

Should you wish to apply, please send your CV and covering letter to Caroline Antrobus at c.antrobus@allhallows.net. Closing date Sunday 23 June 2024.

JOB DESCRIPTION: LABORATORY TECHNICIAN

JOB PURPOSE

To support the teaching of science at All Hallows Catholic School. The post-holder must be highly organized with excellent attention to detail.

RELATIONSHIPS

The post holder is responsible to the Head Technician, Head of Science and to the Headteacher.

Individuals working in conjunction with All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

RESPONSIBILITIES & KEY TASKS

GENERAL

- Setting up demonstration experiments and class apparatus.
- Maintenance and care of stock and equipment.
- Constructional work, including making of some ancillary equipment for teaching aids.
- Undertaking periodic safety checks on equipment and materials.
- Physical demonstration of experiments / operation of equipment to members of staff where this requires the application of acquired skills.
- Assist where required with the initial development and training of Assistant Technicians.

SPECIFIC

- Preparation and setting out of equipment and materials required for demonstrations and class practical work, including the preparation of stock solutions, cultures, stains, and sterile media for experiments and the setting up of computer for data capture experiments.
- Clearing away after practical lessons ensuring all equipment and chemical are put away safely.
- Construction of laboratory apparatus and equipment as required; glass-working and manufacture of specialist glassware.

- Periodic checking, repair and maintenance of laboratory apparatus, equipment and specimens, e.g. the servicing of microscopes, sterilization of incubators, ovens and refrigerators.
- Control and safe storage of materials including all chemical, flammables and specialized solutions.
- Undertake relevant training as and when required.

This job description is not an exhaustive list, and the post-holder may be expected to undertake general administrative work throughout the year as is reasonable and appropriate.

FLEXIBLE WORKING

The post-holder is expected to provide support and assistance in providing cover in the event of the absence of another team member.

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of children. Any job offered will be conditional on the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service check and barred list check.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organized through the Finance Department.