

Job Title	Laboratory Technician
Job Family	Academic Support
Line Managers	Senior Lab Technician & Head of Science
Key Stakeholders/Internal Customers	Head of Biology, Head of Chemistry, Head of Physics, Head of Science
Hours	circa 37 weeks per annum. Term-time plus 15 days in Christmas, Easter and Summer holidays to be agreed with the Head of Science. Any INSET days are classed as term-time days.
Location	Repton school, with occasional travel e.g. to Foremark campus if required
Benefits	Employer Pension Scheme Sports Centre Membership
<p>Holidays The holiday entitlement is circa 15 weeks, of which 5.6 are paid. Holidays are taken in synchronisation with the School holidays.</p>	
<p>Role Overview</p> <p>Provision of exceptional laboratory and other general support to the Science Faculty, in support of the delivery of excellent teaching and pupil experience.</p> <p>We are looking for a Laboratory Technician with particular experience in Biology. Whilst you may have a particular affiliation to one of the three Science departments within the Faculty of Science, you will provide support in any or all of the departments as and when required.</p>	
Role Outcomes	Key Performance Indicator(s)
<p>Laboratory Support. Rooms and equipment and prepared expertly, on time and to high quality.</p>	<p>Accuracy of preparation work Timeliness of preparation work Feedback from Heads of Science, Biology, Chemistry and Physics</p>
<p>Technical Support. Equipment within the faculty is well maintained, fully operational and available as required for teaching or other events.</p>	<p>Accuracy and timeliness of AV set up Availability of working equipment</p>
<p>Administrative Support. A high quality educational and visitor experience is provided at all times within the Science Faculty.</p>	<p>Effectiveness of day to day operations Feedback from staff and pupils Timely availability of materials</p>
<p>Other Duties. Significant proactive and flexible support has been provided to enable the smooth running of the faculty and the building.</p>	<p>Examples of flexibility and proactivity Feedback from internal and external customers</p>

Role Responsibilities

Laboratory Support

- Setting-up and clearing of apparatus for demonstrations and students' practical work within Biology, Chemistry and Physics. Including, but not limited to;

Laying-out and/or setting-up of equipment
Measuring of chemicals
Preparation of plants and animals
Preparation of teaching areas for practical work
Cleaning of equipment and surfaces
- Providing practical support for extra-curricular activities or workshops, as directed by the Senior Lab Technician/Head of Science. This may be within normal working hours, or outside of them. Where an extra-curricular event is outside normal working hours, time will be given off *in lieu*.
- The management, cleaning, maintenance and general care of chemicals, materials, plants, animals, equipment and samples as required.

Technical Support

- The setting-up and maintenance of audio-visual equipment within the faculty.
- ICT support - effecting simple fixes, supply of hardware and toners for printers and the IT network within the faculty. Liaising with the IT department where more specialist support is required.
- Photocopier maintenance - effecting repairs when possible, ordering paper, staples and toner and arranging for the attendance of engineers if required

Administrative Support

- Reception duties as required within the Science Priory building.
- Science journals - ordering and distribution within the Science faculty.
- Organising in-house catering for events and meetings for Science, and water-bottle and milk ordering.
- Stock taking as required.
- Ordering resources, equipment and chemicals, as well as running the department budget, working with the Head of Department / Head of Science.
- Timetabling and rooming allocation, and managing room changes

Other Duties

- Technical or administrative in any or all of the science departments as and when required
- All such other duties as the School may reasonably, from time to time, communicate either orally or in writing to you.

Working Hours (Detailed Description)

- Term-time plus 15 weekdays of Christmas, Easter and Summer holidays to be agreed with the Senior Laboratory Technician / the Head of Science. This equates to roughly 37 working weeks per calendar year.
- INSET days are classed as term-time days.
- Any bank holidays worked in term-time will be given back as extra days holiday outside of term-time *in lieu*.

Term Time (Summer Timetable)	Monday, Weds, Friday Tuesday and Thursday	8.15 am to 4.30 pm 8.15 am to 4.00 pm
Term Time (Winter Timetable)	As above except Monday and Friday become later finishes	8.15 am to 6.00 pm
Term Time Weekends	Saturday	8.15 a.m. to 12.00 pm (no break)
Non Term Time Days	Monday to Friday	8.00 am to 1.00 pm (no lunch)

Person Specification

Relevant Prior Experience

Relevant prior experience in a school laboratory or scientific environment is essential, particularly within a Physics environment.

A scientific degree in Physics, or equivalent, or significant prior experience, is a requirement.

Candidate Profile

- High energy, can-do attitude, proactive approach
- Customer-focus and attitude, keen to support staff and pupils
- Confident verbal communicator, able to communicate effectively with staff, pupils and visitors to the faculty
- Used to working at pace and managing a diverse and varied portfolio of work
- High levels of accuracy and attention to detail
- Confident and competent in the use of technology e.g. projectors, AV equipment, photocopiers
- Confident and competent in the use of computers and software such as Excel, Word, PowerPoint
- Care and attention, particularly for all aspects of health and safety
- Confident working with chemicals, equipment and animals in a laboratory environment
- Demonstrable interest in Science(s) with significant experience in laboratory work

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Foremark.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>