



JOB DESCRIPTION

Job Title:	Senior Lab Technician
Start Date:	September 2024
Accountable to:	Head of Science
Hours:	37 per week, Monday-Thursday 8am-4pm, 8am – 3.30pm on Fridays (1/2 hour unpaid lunch break) Term Time Only, plus INSET days (5 days)
Salary:	Grade 6 £25,119 per annum (pro rata £21,640 per annum)

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Job Purpose:

To assist in delivering the best teaching experience for science curriculum students.

Main Duties to include:

Classroom support:

- To support all science teachers with experiments
- To support student teachers, giving them a first positive experience with carrying out practical experiments safely
- To have a good knowledge of all science experiments
- To maintain up to date records of all equipment and chemicals

Department support:

- Managing the stock control of chemicals, equipment and stationery, keeping it at an agreed level at all times
- Organising the correct and safe storage of chemicals and science equipment
- Ensure equipment is properly cleaned
- Ensure equipment is managed, used and handled safely and appropriately
- Assessing risks for technician activities and undertaking risk assessments where necessary

Line Management:

- To line manage and provide on-going support and mentoring to a team of science lab technicians.

The ethos of the Curriculum Area:

- Ensure students are at the heart of everything.
- Maintain a commitment to continuous improvement.
- Attend staff development opportunities.
- Respect confidentiality.
- Be aware of and implement all aspects of safeguarding procedures.

General:

- Good IT skills
- Other general office duties when required to do so by Senior Management of a member of the Headship Team.

Health and Safety:

- To have a good knowledge of health and safety in science.
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role. Training will be given.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.



PERSON SPECIFICATION

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> • Effectiveness and credibility to work with senior staff • Highly organised with strong attention to detail • Able to maintain a high level of confidentiality at all times • Excellent communication skills • A strong working knowledge of basic computer software and systems including MS suite and Google • Experience of using Bromcom • Knowledge and understanding of statutory processes/areas of compliance such as GDPR. 	Essential Essential Essential Essential Desirable Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE standard in Maths and English • Evidence of further professional development • COSHH training • CLEAPSS training 	Essential Desirable Desirable Desirable
Experience	<ul style="list-style-type: none"> • Successful experience in a similar role • Experience of interacting with a range of students, staff, parents and stakeholders • Excellent communication skills • Evidence of having worked successfully within an education setting 	Desirable Essential Essential Desirable
Attitude & Approach	<ul style="list-style-type: none"> • Personal presence • Professional and approachable attitude. • Enthusiastic in all aspects of work and training. • Attention to detail. • Highly motivated. • Reliable. • Well presented. • Assertive when appropriate. • Ability to work in an extremely busy environment. 	Essential Essential Essential Essential Essential Essential Essential Essential

Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.