



ST LAWRENCE
COLLEGE

Job Description
Science Technician (Chemistry)

REPORTING

Reports to: Head of Science & Head of Chemistry

PURPOSE OF ROLE

To provide a supportive role to the staff working mainly within our Chemistry Department, but an ability to support the other sciences is desirable.

RESPONSIBILITIES

The **Main** responsibilities of this post include:

1. The checking and general maintenance of equipment within the department
2. To assist with the dispatching of orders, the checking of deliveries, and the monitoring of stock levels
3. The preparation of materials and the setting up of equipment for lessons
4. To assist with the monitoring of security within the building
5. To assist with the checking and recording of audio/visual material
6. To assist with photocopying
7. To provide a supportive role to staff during lessons
8. To help in the task of keeping the working environment safe and organised
9. To become familiar with using pieces of equipment as required
10. To support other members of the Science technician team in carrying out their daily tasks

The Technician should play an active role in creating a working environment that is safe, well organised, and easy to work in. Initiative is encouraged to make this possible.

HOURS

Monday – Friday 08:30 – 17:00 (with 1 hour unpaid for lunch)

Saturday Working – every third Saturday must be worked (on a rota basis) for which time off in lieu will be given during term time with the agreement of the Head of Department.

Holiday Working – you will be expected to work a set number of days before the start of terms and at the end of terms.

WORKING FOR ST LAWRENCE COLLEGE

The Science Technician (Chemistry) will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report child protection concerns to the College's Designated member of staff.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.

REVIEW

This job description will be reviewed at the end of the Probationary period and annually thereafter.