



## Job Description

### Laboratory Technician - Chemistry/ Biology

#### Post Details

Salary: £29,093 FTE - Term-time only, 10 - 17.5 hours per week (equivalent to 21%- 37% of FTE, £6,109 - £10,764 Basic)

Location: Culham, Oxfordshire

Contract type: Permanent

Reporting to: The Science Coordinator

Based at ESUK,

#### Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school has a unique bilingual curriculum with 2.5 days taught in English and 2.5 days in French, German or Spanish. In the lower Years 1-5 we follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of Year 5. Europa School is an all-through free school of students aged 4 to 19.

#### Job Description

To work closely with the science teachers and other technicians to provide support for all aspects of practical work associated with the teaching of all Science, but with an emphasis on Chemistry and Biology. Prepare and maintain apparatus for demonstrations, practical work, tests/exams.

Responsible for keeping records, stock taking, purchasing of materials and keeping up to date with regulations relating to practical work in Science.

#### Main responsibilities:

- Ensure all tools, materials and equipment are put out for students' use, to teachers' specifications.
- Where appropriate, ensure all labels referring to safety hazards are clearly visible and that all safety measures are followed.
- Ensure all items are in good working order and in cases of malfunction arrange repairs, checking the budget with the Science coordinator.
- Assist in clearing rooms or laboratories after classes
- Dispose of or reclaim used materials as appropriate.
- Put away tools, equipment etc. after classes, check for malfunction.
- Wash/clean equipment as necessary.
- Put away part completed work for students' future use.
- Dismantle apparatus, equipment, etc. for storing away.
- Carry out maintenance and first line repairs to equipment and apparatus and arrange future repairs and replacement, checking the budget with the Science coordinator.
- Provide Technical Assistance in the form of Teacher support



- Be in attendance when needed during class experiments, issue and collect back tools, equipment, materials and apparatus used by students and teachers.
- Trialling of activities; designing and constructing apparatus and equipment.
- Assist teachers in promoting safe working practices in classrooms and other practical teaching areas, including advising and guiding students on the safe use of equipment.
- Assist in updating and maintaining filing systems and assist teachers in production of materials for class use, e.g. photocopying, collating.
- Liaise with and support other technicians when necessary.
- Order materials under guidance of the Science coordinator, check deliveries and verify invoices of goods.
- Maintain CLEAPSS register and monitor information issued by CLEAPSS.
- Ensure all equipment, materials, apparatus, tools and machinery are kept in their designated place and that appropriate security measures are observed, particularly at the end of the day.
- Attend in-service training as appropriate.
- Be aware of school policies and procedures.
- Complete clerical tasks and support as required.
- Undertake any other tasks as reasonably required by the Principal to ensure the efficient and effective operation of the school.

## Person Specification

We are seeking to appoint an individual with a Science education who:

- Has good background knowledge of science.
- Has a detailed knowledge of chemistry as the specialist area.
- Has a minimum of A-level Science or equivalent qualifications, preferably in Chemistry and Biology.
- Has some laboratory experience.
- Has the ability to communicate effectively, orally and in writing.
- Has good organisational and planning skills including prioritising tasks.
- Is able to work as part of a team and be flexible to the needs and priorities of the school.
- Is confident with IT.

## For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.