



## Job Description

1. **Job Title:** Science Laboratory Technician
2. **Responsible to:** Head of Department
3. **Job Summary:** To coordinate the use of resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.
4. **Key Responsibilities:**
  - a) Under the control of the Head of Department to coordinate the use of resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department:
    - Preparation of resources, assembling apparatus
    - Obtaining materials by local purchase
    - Giving technical advice to teachers, technicians and pupils/students
    - Carrying out risk assessments for technician activities
    - Assisting in practical classes & carrying out demonstrations.
  - b) To ensure the maintenance of a healthy & safe working environment through:
    - actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
    - keeping up to date with current procedures and practices through continuing professional development
    - the provision of technical advice and support on health & safety issues to teaching and trainee technical staff
    - the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards
    - the healthy & safe storage and accessibility of equipment and materials
    - Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications.)
    - Giving health & safety advice to technical staff, teachers and students.
    - Disposal of waste materials
    - Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. or ensure they are done by qualified technicians
    - Organising, storing and checking the condition of chemicals and equipment
    - Attending department meetings.

- c) To assist the Head of Department with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved:
  - Organising and supervising trainee technicians as required.
- d) To contribute to the design, development and maintenance of specialist resources and/or long- term projects:
  - Constructing & modifying apparatus
  - Carrying out basic repairs on apparatus
  - Preparing demonstrations for teachers
  - Setting up and caring for plant and animal collections.
  - Preparing standard solutions, purifying chemicals, treating waste.
- e) To support the Head of Department in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock:
  - Checking stock, ordering
  - Keeping stock records
  - Maintaining appropriate stock levels and resources.
- f) Under the guidance of the Head of Department to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard:
  - Collecting, checking and returning equipment to stores
  - General laboratory cleaning of bench surfaces and fixed equipment
  - General cleaning and repair of equipment.

## 5. Safeguarding Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

6. **Qualifications:** A Science qualification to at least A-level, or equivalent, is essential.

7. **Person Specification**

- A strong science background
- Previous experience of working within a school environment
- The ability to work independently and as a team
- Strong organisational skills with a 'can-do' approach to all duties
- Excellent verbal and written communication skills
- Professional approach to teaching staff, support staff and pupils.

8. **Terms and Conditions**

**Salary:** £12.21 per hour

**Hours of Work:** 12 hours per week, term time only. Fixed term contract until 31 December 2025.

**Pension:** After three months service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pensions scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3% also. You may choose to opt out of the pension scheme.

**Holiday:** 28 days per annum including Bank Holidays pro rata to be taken during College holidays. Pay for this is included in the salary.

**Other Benefits:**

- Life Assurance
- Employee Assistance Programme.
- Lunch during normal working hours
- Access to College sports facilities.
- Free tickets to College productions

9. **Application Process:**

To apply, please visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

The closing date for applications is **Monday 28 July 2025**.

For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288

## 10. Safeguarding and Equal Opportunity Statements

*Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

*Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.*