



Senior Lab Technician (Chemistry)

Permanent, Full-time (39 weeks pa)

Culford is a boarding and day school for over 850 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

We believe in educating the whole person to deliver a well-rounded, fulfilled individual with excellent academic results. Everything we do is informed by our firm belief that learning should be challenging, enriching and fun. Culford is a Christian school with a Methodist tradition. We see education as a transformational process that guides pupils towards academic success, clear moral values, and the development of leadership and a readiness for the world of adulthood.

Details of the Role

- **Term time:** 08.00-16.15 Monday to Friday, which includes a 30 minute unpaid lunch break. May Day is a working day. Term dates are shown on our website each year.
- **School holidays:** You will be required to work 30 hours per week for 5 weeks of the school holiday periods as follows: two full weeks immediately before the start of each school year, 3 days in the October half-term, one week immediately before the start of the Summer Term, one week immediately after the end of the Summer Term and 2 other days to be agreed.
- **Salary:** In the range of £22,500 to £23,500 plus benefit package. This is divided into 12 equal parts to be paid monthly.

The Role

As Senior Technician, responsible to the Head of Science, ensuring that a safe and efficient laboratory technical service is provided to the Science department as well as championing health & safety awareness.

As Chemistry technician, responsible to the Head of Chemistry, working proactively alongside the chemistry teachers to ensure that equipment is procured, maintained and utilised safely and effectively in the classroom.



CULFORD SCHOOL JOB DESCRIPTION

Duties and Responsibilities:

The following list is not exhaustive and assumes that from time to time other tasks not listed, may be required to ensure the efficient operation of the school.

Senior Laboratory Technician duties:

- Co-ordinate the use and development of practical resources and facilities within the science department.
- Establish and maintain clear and consistent systems and ways of working for the Science Technician team.
- Ensure that the technician team is well resourced, organised and developed to meet the performance standards required by the science department.
- Organise and monitor the science technicians' workloads to meet departmental needs, including cover for absences and delegating tasks appropriately.
- Ensure efficient stock management, ordering and cost effective procurement.
- Keep up to date with current procedures and practices through continuing professional development.
- Co-ordinate the ongoing training of all science technicians including their induction, providing when possible in-house training.
- Ensure that Health and Safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.
- Ensure that staff in the science department are aware of and comply with all health and safety requirements and other relevant regulations.
- Carry out and update risk assessments in accordance with school policies.
- Take the lead role on checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Ensure the safe treatment and disposal of hazardous substances.

Chemistry Technician responsibilities:

- To budget for, order and keep records of orders and capital items as authorised by the Head of Department.
- To provide administrative support to the teachers in the chemistry department including photocopying, helping organise and collate internal exam papers.
- Organisation of all chemistry equipment within the chemistry prep room. This will include organisation of the stock, cupboards and shelves.
- To be responsible for the maintenance/ repair of all chemistry equipment, including electrical and electronics equipment.
- Empty, clean and restock equipment trays.
- Do an annual chemical stock take and dispose/replace out of date stock.