



SEDBERGH SCHOOL

JOB DESCRIPTION

LABORATORY TECHNICIAN **(Chemistry)** **Maternity Cover**

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- **Protect Children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Designated Safeguarding Lead**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

Organisation

The Headmaster, Mr A A P Fleck BSc, MA, acts as the “Chief Executive” of both Schools and is supported by a number of senior managers. The Bursar, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff.

The Bursar has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited

Duties

The duties of the Laboratory Technician will be wide and varied and this job description is not intended to cover every possible aspect of the job. However, it is anticipated that the main areas of responsibility will be as follows:

- The preparation of classroom demonstrations and laboratory experiments;
- To reset classrooms between lessons;
- To provide display material for the departmental notice board;
- To keep up to date with current practices through appropriate training;
- To support classroom activities;
- To advise on any future projects or alterations within the department from a technical viewpoint;
- To provide guidance to teaching staff, especially NQT and non-specialist teachers;
- To maintain and service the department electrical and practical equipment.

Health and Safety

- To carry out risk assessment for technician tasks within the department and to promote safe working practices.
- To inform staff of any updates to Health & Safety regulations/guidance.
- The Laboratory Technician must be fully conversant with the School’s Health & Safety Policy and report any breaches of the policy to their Line Manager.

Stock and Ordering

- To assist with management and stock control within the department’s allocated budget;
- To order and source new equipment from educational or external suppliers and to keep an accurate record of all orders and invoices;
- To liaise with other support staff/external agencies for maintenance work and improvements;
- To purchase running small materials using petty cash and maintain accounts of petty cash.

Administration & Pupil Billing

- To bill students for laboratory breakages and classroom materials;
- To maintain text book register and audit at the end of the academic year;
- To photocopy practical sheets as required;
- To attend, take and distribute minutes for all Departmental meetings;
- To file all block tests;
- To file all PAGs;
- To maintain past paper resources in advance of need.

Reporting

The Laboratory Technician will report to and take orders directly from the Head of Department, although a close working relationship with the rest of the Laboratory team will be essential. Ultimate accountability will be with be to the Bursar.