BACKGROUND

Harrow School is one of the world’s most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School’s 12 boarding houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

THE BIOLOGY AND CHEMISTRY DEPARTMENTS

The Biology and Chemistry departments are housed in two interconnected buildings. The Biology Schools comprises six teaching laboratories, a seminar room and two small prep rooms. There are eight teachers and two technicians. The Chemistry Schools comprises eight teaching laboratories, a prep room, two store rooms and a staff room. There are eight teachers, two technicians and a laboratory assistant.

Lessons take place in the morning, Monday to Saturday, and in the afternoon (summer) or evening (winter) on Monday, Wednesday and Friday. A mix of single and double lessons are taught; these last 40 minutes and 85 minutes respectively.

All boys in the youngest year group study Biology and Chemistry and the majority continue to GCSE. At A level, approximately 30 boys study Biology and 50 study Chemistry.

THE ROLE

A technician is required to support the existing technicians in the provision of practical experiments and demonstrations in the Biology and Chemistry departments.
KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

Under the overall control of the Head of Department and the direction of the Senior Technician, the post-holder will be expected to assist in:

- preparing materials for practical investigations and demonstrations
- delivering sets of materials to laboratories in a safe and timely manner
- removing used materials from laboratories and processing them for disposal, cleaning and storage
- devising new demonstrations and investigations
- carrying out risk assessments for technician and pupil activities
- keeping up to date with health and safety requirements and developments in practical science (attending courses and reading publications)
- giving health and safety advice to technical staff, teachers and pupils
- the safe disposal of waste materials, including hazardous substances
- organising, storing and checking the condition of chemicals and equipment
- feeding and caring for display organisms such as plants, reptiles and insects
- maintaining populations of organisms, including microbes, for use in practical investigations
- keeping dead specimens in good condition
- checking and ordering stock
- keeping stock records
- buying materials from local shops
- general laboratory cleaning of bench surfaces and fixed equipment
- general cleaning and repair of equipment

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection and Safeguarding policies and procedures at all times. 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 s/he must report any concerns to his/her line manager or the School’s Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.
PERSON SPECIFICATION – Science Technician

All staff are expected to conduct themselves in line with the School's Values, which are **Courage, Honour, Humility** and **Fellowship**.

Post-holders/candidates will be expected to demonstrate the following:

**QUALIFICATIONS, EDUCATION AND TRAINING**

**ESSENTIAL**
- A good general education
- A willingness to engage with continuing professional development to gain necessary qualifications in conjunction with learning from the experienced team

**DESIRABLE**
- A science degree
- A first-aid qualification
- Relevant health and safety knowledge and qualifications

**KNOWLEDGE AND EXPERIENCE**

**ESSENTIAL**
- None

**DESIRABLE**
- A similar role in an educational environment

**SKILLS AND ABILITIES**

**ESSENTIAL**
- The ability to work in a small team
- The ability to respond flexibly and speedily to the needs of the department
- A willingness to recognise the requirements of a boarding-school environment
- Excellent organisational skills
- A high standard of English
- The ability to communicate appropriately with all staff and visitors
- The ability to think and work quickly, calmly and politely while under pressure
- Good IT skills

**PERSONAL ATTRIBUTES**
- Attention to detail
- The ability to work under pressure and deal with unexpected requirements
- A friendly and approachable disposition
- Self-motivated and dedicated
- Tactful and diplomatic
- A good sense of humour
- Helpful and polite at all times