



Campion School, Athens Greece

JOB DESCRIPTION

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| Position: | Science Lab Technician |
| Contract: | Part-time initially, with the potential of full-time in the near future. To start as soon as possible. |
| Pay Scale: | Campion School pay scale |
| Reports to: | Head of Science |

Purpose of the post:

- To support teaching staff in the preparation and cleaning of lesson materials by ensuring that all equipment requisitions are completed to the highest standards. To ensure that all laboratories and storage spaces are safe and in good order.

Main Duties and Responsibilities

1. Teaching and Learning

- Give advice to teachers about the preparation and layout of suitable practical activities/experiments to help facilitate excellent lessons.
- Provide technical advice and assistance in the classroom by giving assistance to pupils with learning activities.
- To help with the demonstration of experiments in class as advised by the class teacher.
- Run trials of experiments to ensure they are suitable and work as planned.
- In conjunction with the teacher, advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities.
- To assist IB pupils in the preparation of their IA/EE experiments.
- Advise staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, including new ways of demonstrating experiments.
- Contribute to the objectives of the Science Department and take part in an annual review of the Science Department.
- Remain up-to-date with developments in the respective subject area, especially in terms of Health and Safety.
- Provide cover science lessons when colleagues are absent

2. Safe and Effective Laboratory Technical Service

- Ensure that all equipment and materials are stored safely and securely, ensuring that they are maintained in good condition, with clear records and readily available for issue.
- Ensure that all storage spaces are maintained and in good order.



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- Provide general laboratory housekeeping, including washing glassware, returning stock to stock cupboards/shelves in the prep room and disposing of waste.
- Constructing, maintaining and repairing equipment.
- Effective stock keeping of chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained.
- In liaison with the Head of Science, carry out stock ordering as necessary.
- Ensure equipment and materials, including chemicals, prepared for lessons are to the specification of the teacher's requisitions, including making special equipment or modifying existing equipment as necessary from instructions supplied by the Science teacher. Consider if the teacher has omitted any necessary equipment from the order.
- Undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school policy, including appropriate risk assessments for practical and technical activities.

3. General Duties

- Participate in relevant meetings with colleagues and be involved in links with external agencies as part of curriculum enrichment.
- Assist members of the Science department in fulfilling the administration and assessment requirements of the examining bodies.
- Support other members of staff and students as appropriate.
- Review your own professional development.
- To cover for absent colleagues as required.
- To contribute effectively and regularly to the School's co-curricular programme.
- To ensure that professional behaviours at all times enhance the positive reputation of the school.
- Carry out any other such duties as the post holder may reasonably be required to do.

4. Safeguarding

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headmaster.

Campion School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (UK) and/or the International Child Protection Certificate (and country equivalents).



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PERSON SPECIFICATION

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REQUIREMENTS

Education and experience

- A degree-level qualification in a Science subject, preferably chemistry.
 - **Greek Applicants** must hold a relevant degree and have completed the registry for teachers of private schools (Epetirida Π04), or hold the qualifications to do so.
- Some laboratory experience in either an academic or an industrial setting.
- Evidence of continuing professional development (CPD).

Skills, knowledge and abilities

- The ability to understand written English and communicate fluently in English is essential.
- A knowledge of the English National Curriculum for Science is advantageous.
- A knowledge of the International Baccalaureate Diploma program is advantageous.
- Knowledge of First Aid or willingness to train.
- Ability to work effectively as part of a team.
- Ability to use ICT.
- An awareness of the issues arising from working in an international school setting.
- Ability to work under pressure and to deadlines.
- Resilience and optimism: someone who is willing to go the extra mile in the busy life of the school.

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