

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title Laboratory Technician (Chemistry)

Hours of work: 35 hours per week, term time only

Salary Scale: SFCA Support Staff Payscale 7-10

Reports to: Lead Laboratory Technician

Job Purpose: To work with other Technicians as a member of a team, providing specialist technical support duties to the laboratories and in particular Chemistry.

Main Responsibilities:

- To ensure the preparation and service work areas for classwork, including the setting up of practical demonstrations, including construction of all necessary class apparatus.
- To demonstrate under instruction the correct use of specialist science equipment to teachers.
- To assist teaching staff to supervise students on practical work in the laboratory when directed.
- To ensure the safe custody of chemicals and other equipment within the science department.
- To maintain an inventory and monitor stock levels of chemicals and equipment frequently and to complete internal requisition forms as part of the process to maintain good stock levels.
- To check, laboratory equipment, models, visual aids etc. and where appropriate to service and repair such items or to make arrangements for the work to be carried out
- To ensure preparation of practical materials including chemicals, equipment and materials are ready for use by students. This may involve trialling practicals.
- To receive equipment and to ensure all items have been delivered in good condition as per the delivery note.
- To purchase goods from external sources for which transport costs will be reimbursed or transport will be provided.
- To ensure that all laboratories are kept in a clean and tidy condition in accordance with the requirement of the Health and Safety at Work Act 1974.
- To work with other technicians in other sections of the College as required on any inter-disciplinary projects for special events, exhibitions etc.
- To assist the delivery of extra-curricular and marketing events e.g. open days and taster days.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc.
- To embrace the College community ethos.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

Reviewed by:	AdP OG	Date of last review:	Sep 2026
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