



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION

LAB TECHNICIAN

JOB ELEMENT	DETAIL
About us:	<p>We teach GCSE and A-levels to extremely ambitious students, mostly from overseas. We are a growing organisation, looking for professional and ambitious people, with a passion for providing an excellent service to our students and staff.</p> <p>We are looking for an enthusiastic, organised and personable part-time Lab Technician to work in our Science Department.</p>
Job Title:	Lab Technician
Reporting to:	Head of Science, Toby Blundell Head of Chemistry, Mona Chaudhury
Working with:	All staff working in the Science Department. Other Lab Technicians.
Start Date:	Mid-September 2023
Department/Location:	Oxford International College @ <ul style="list-style-type: none">• Alfred Street (off the main High Street) – Mondays, Wednesdays and Fridays• St Clements Building in London Place - Tuesdays• Threeways House in Gloucester Green - Thursdays
The Opportunity:	<p>We can offer you an opportunity to work in a busy and friendly environment. We provide excellent training and development opportunities within the College.</p> <p>At Oxford International College we are all passionate about helping our students to reach their full potential and creating an experience that is both interesting and fulfilling. As such, the environment is stimulating and supportive and the person in this role would be integral to</p>

	creating the right atmosphere and ensuring the smooth running of the college.
Nature and Scope of the role:	The successful candidate will be organised, personable, an excellent team player and a great communicator. Their duties will include maintaining health and safety standards in the laboratories, recording test results accurately and assisting the Science Department.
Main Responsibilities:	<p>The main responsibilities in this role are to:</p> <ul style="list-style-type: none"> - Support the Science Department in the preparation and carrying out of Science Practical work. - To maintain Health and Safety in the laboratories. - To maintain a clean and safe laboratory. - To record test results accurately and where appropriate to assist students with their understanding of experiments.
Child Protection, Discipline, Health & Safety	<ul style="list-style-type: none"> - To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. - To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. - To liaise with the designated Child Protection Manager (Mrs Kim Terrar) if a concern arises. - To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.
Critical Success Factors	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> - A graduate or Science student. - Resourceful and organised. - Good at prioritising. - A good communicator. - Willing and hard working.
Guiding Principles	<p>All members of staff are expected to uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.
Hours of work	Based between our GCSE and A-level Departments in Oxford, the hours 27 hours per week, ideally worked between 10.00 am to 3.00 pm, Monday to Friday.
Applications	To apply, please complete an application form and return it to recruitment@oxcoll.com together with a copy of your CV and a covering letter explaining a little about you and why you feel the

role is right for you.

The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.

Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.