SPENCER ACADEMIES TRUST

Job Description

Establishment	Farnborough Academy
Post Title	Laboratory Technician
Grade/Pay Range	NJC 8 – 14 – Actual Salary £17,229 - £19,403
Hours/weeks	37 hours TT +1
Reporting to	Head of Science
Department/Team	**Science**

Overall Purpose of Post

Responsible to the Head of Science in co-ordinating the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum.

Main Duties and Responsibilities

- Preparing the materials, stock and standards solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary. Safe disposal of biological and chemical residues and other waste material.
- Setting up and testing demonstration experiments and enduring that they will work satisfactorily.
- Sterilisation and cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.
- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments and assisting in devising new practical work and the resources required to increase the likelihood of excellent lessons.
- Assisting in the construction and preparation of the audio-visual aids, and maintaining the AVA equipment used within the science department.
- Inspection, maintenance and correct use of safety equipment.
- When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
- Making petty cash purchases.

- Being responsible to the Head of Faculty for the maintenance and upkeep of the Science Laboratories, and advising on any improvements which can be made in this respect.
- Maintaining a good stock of necessary materials for the construction of science apparatus.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stocks.
- Supporting the Head of Faculty in managing the Science budget through maintenance of resources providing operational effectiveness and identifying strategic costs as new initiatives are planned.
- Keeping legal records (alcohols, poisons, flammables, etc.)
- Assisting the Head of Faculty with promotion of events within school, through the School website, parent communications and wider mail shots.
- To contribute to primary and secondary school partnerships by administrative and development work for bridging units, induction days and other promotional activities.
- To undertake first aid training and provide first aid coverage across the academy as part of a wider team under the direction of the site supervisor

Other Responsibilities

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder

Signature

Date