

Job Description

Responsible to: Senior Laboratory Technician

Main Purpose of the role:

- to provide technical support within the science department.

Job Activities:

- under the control of the senior laboratory technician, to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching and support staff outside the department
- to ensure the maintenance of a healthy and safe working environment through:
 - actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
 - keeping up to date with current procedures and practices through continuing professional development
 - the provision of technical advice and support on health and safety issues to teaching and training staff
 - the safe treatment and disposal of used materials including hazardous substances and responding to actual and potential hazards
 - the healthy and safe storage and accessibility of equipment and materials
- to prepare and clean away after practical lessons, including practical exams and assessments up to and including A level
- to receive and process resource requirements, collate this information to ensure the availability of resources, suggesting alternatives as appropriate, managing own time to meet these objectives
- to assist pupils and teaching staff during practical lessons, including demonstrating skills, techniques and equipment as appropriate
- to prepare and distribute key stage 4 and A-level worksheets and test papers as appropriate
- to prepare and distribute key stage 3 worksheets and tests as appropriate
- to be responsible for compiling all technician's notes from lesson plans and updating of teaching guides, including communication changes to practical experiments due to the continuous development of science modules, throughout key stage 3
- to repair, maintain and install equipment as appropriate, including the design and manufacture of new laboratory apparatus to support learning
- to maintain and prepare storage rooms in a safe, clean and tidy condition, as appropriate
- to assist with the care of plants and maintenance of biological solutions
- to control stocks of laboratory materials and equipment, order, receive and store stock
- to maintain stock levels and issue new stock
- to make recommendations for future expenditure and research various suppliers to ensure best value and delivery
- to assist the science department to operate in accordance with the health and safety guidance, as specifically set out in the DES safety guide and in accordance with COSHH and other regulations
- to be responsible for radioactive sources (if acting as the Radioactive Materials Protection Officer)
- to provide technical support to all feeder schools, as appropriate

- to participate in INSET as appropriate
- to assist the senior laboratory technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved
- to contribute to the design, development and maintenance of special resources and/or long-term projects
- to support the senior laboratory technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and the finance department, including sourcing, costing and suggesting economic alternatives to maintain stock levels and keeping up-to-date records of stock
- to be responsible for one's own time management
- under the guidance of the senior laboratory technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

General information

The post holder will be required to comply with the school's policies and procedures. The school has a no-smoking and vaping policy. Staff are not permitted to smoke or vape on any of the school's premises nor in any vehicle used on school business. The post holder will promote the school's health and safety at work policies and ensure that they are implemented efficiently within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the school's safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure that they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

The job description covers the main duties and responsibilities of the job and will be subject to review and amendment in consultation with the post holder, to meet the changing needs of the school. Other activities commensurate with this job description may, at any time, be undertaken by the post holder.

Person Specification

Post title: Laboratory Technician	
	Evidence
Experience Scientific background or interest in practical Science Experience of school technician work (desirable) Experience of working with children	Application Interview
Qualifications Basic Science qualifications Knowledge of health and safety procedures	Application
Skills and abilities Self-motivated but also a team worker Ability to manage time effectively Organisational skills Interpersonal skills Communication skills Administrative skills	Application Reference Interview
Other Ability to form and maintain appropriate relationships and personal boundaries with children and young people Clear understanding of equal opportunities A strong belief in the value of diversity and inclusion An enthusiasm for Science Initiative Flexibility Enhanced DBS clearance	