



Job Description

Job Title	Laboratory Technician
Grade & Salary Range	Grade 5: £19,312 - £20,092 per annum pro-rata Actual Salary: £14,128 - £14,699
Location	The Oxford Academy
Hours	32.5 hours per week term-time only
Contract Type	Permanent
Reporting To	Science Subject Lead

Job Purpose

The holder of this post is expected to exercise oversight of the day-to-day running, reliability and operational efficiency of the preparation Laboratory to support classroom activities. The Laboratory Technician will be a member of a multi-disciplinary team, under the leadership of the Science Subject Lead. The post-holder will support the Academy Improvement Plan. In undertaking this job the post-holder will maintain the skills and competencies described within the job description

Key Responsibilities:

- prepare material/equipment, chemicals and biological specimens for lessons and for specific purposes in a timely fashion;
- make the best use of the time spent in the laboratory;
- use equipment safely;
- accurately record the results of their work in accordance with statutory guidance;
- maintenance of equipment; checking for quality, repairing as appropriate and reporting any damages;
- provide technical support in classrooms as required;
- photocopying, printing, laminating, and other similar preparatory tasks as required;
- display board preparation;
- attend Science Department meetings as and when required;
- undertake any further training that is required.

Generic Responsibilities

- Comply with policies and procedures relating to safeguarding, child protection, health



and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person;

- contribute to the overall ethos, work and aims of the Academy.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.



Personal Specification

Laboratory Technician

	Essential	Desirable	Method of assessment
Experience & Knowledge		<p>Have relevant health & safety qualifications for attached area;</p> <p>Experience of working with students in an educational setting to support their learning through understanding classroom roles and the position of this role within the setting,</p> <p>First aid qualification;</p> <p>Experience of procurement, ordering and preparation of materials, including stock control.</p>	Application and interview
Skills	<p>Good numeracy and literacy skills;</p> <p>The ability to work part of a team;</p> <p>Sufficient practical and organisational skills to contribute to the preparation and management of resources;</p> <p>Have the ability to maintain trust and appropriate confidentiality;</p> <p>Have the ability to maintain a safe environment through cleaning maintenance in accordance with manufacturer's guidelines.</p> <p>Have the ability to complete and maintain records or the willingness to learn.</p>	<p>Ability to use IT to support the role;</p> <p>Awareness of techniques for behaviour management to ensure that students are safe in their learning areas or the willingness to learn;</p> <p>Have good practical problem solving skills;</p>	Application and interview



Behaviour Skills	<p>Be willing to undertake further training;</p> <p>Have a commitment to providing a high standard of support;</p> <p>Have committed values to The Oxford Academy and a willingness to contribute to all areas of academy life.</p>		Application and interview
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