

## Brentwood Ursuline Convent High School



### Job Description Science Laboratory Technician 2025

Job Title	Science Laboratory Technician
Grade	Scale 4 Point 7 -8
Reports to	Senior Science Technician
Responsible for	N/A
Liaison with	Senior science technician, teaching staff, Headteacher, caretaking staff, students.
Job Purpose	<ul style="list-style-type: none"><li>To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested. An interest in computers would be preferable.</li></ul>
Principal Accountabilities	<ul style="list-style-type: none"><li>To ensure the efficient preparation and organisation of equipment for lessons as required.</li><li>To clean equipment and laboratories after each lesson and any chemical spillage when they occur.</li></ul>
Duties	<ul style="list-style-type: none"><li>The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary in the required room.</li><li>Clearing away when the apparatus is finished with and washing up.</li><li>Storing chemical stocks in an orderly and safe manner.</li><li>Maintaining apparatus in a usable state and undertaking minor repairs where feasible.</li><li>Making up standard laboratory solutions within Health and Safety guidelines.</li><li>Under guidance, becoming familiar with the Health and Safety implications of all laboratory techniques and chemicals used and advising staff where necessary.</li><li>Assisting teaching staff and students in practical work when required.</li><li>Undertaking regular stock checks as directed by the Senior Technician.</li><li>Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department.</li><li>To ensure safe storage and use of laboratory equipment.</li><li>To support teaching staff and students during lessons and also to assist supply teachers in the setting up of equipment.</li><li>To assist in preparing lesson materials in other departments from time to time.</li><li>To liaise with other departments/schools re use of additional/specialist</li></ul>

equipment.

- To refer stock requirements to the Senior Science Technician.
- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of students in the department.

#### General

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## PERSON SPECIFICATION SCIENCE TECHNICIAN

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum in support of the role relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety

	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role