**Support Staff Job Profile**

**2022**

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| **Name :** |  |
| **Job Role :** | **Science Laboratory Technician** |
| **Contract :** |  |
| **Grade :** |  |
| **Line manager :** | **Senior Laboratory Technician** |
| **Purpose :** | To co-ordinate 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 staff and support staff outside the department. |
| **Requirements of the Role** | |
| **Knowledge, Skills, Experience** | * Knowledge of practices and procedures required to undertake a range of related tasks, some of which, singly or in combination, are relatively complex. Good standard of literacy and numeracy to GCSE level/NVQ level 2 or equivalent along with the knowledge and ability to use computers and technology efficiently e.g. setting up and testing demonstration experiments ensuring they will work satisfactorily; undertaking modifications to equipment where necessary as the curriculum dictates. |
| **Mental skills and Demands** | * Requirement to exercise judgement or creative skills or to interpret information or a situation to resolve limited range of problems e.g. Monitoring and maintaining storage areas undertaking appropriate corrective action when issues arise. Testing new equipment prior to use. Making necessary adjustments to practical requirements. * Duties require general awareness of the working environment and typically medium periods of concentration (1-2 hours) and some work-related pressure from interruptions to planned work e.g. operating an effective stock control system, assembly of new equipment which requires testing and calibrating. |
| **Interpersonal and Communication Skills** | * Duties require advisory, guiding, negotiating or persuasive skills e.g. advising and guiding in the use of equipment and the acquisition of new skills. Training others on the use of equipment/machinery/software. |
| **Management and Supervision of People** | * Giving consideration for the safety and well being for self, other staff and pupils e.g. ensuring that any trip hazards are removed, ensuring that apparatus and equipment is set up correctly, ensuring items are clean and stored properly. Dealing with routine pupil/staff enquires. * No direct responsibility for the supervision of other employees. Occasional demonstration of own duties or similar assistance to new staff may given as necessary e.g. no formal responsibility to supervise or manage other staff in the school but may be asked to train others in their own duties as and when required |
| **Resource Management** | * No direct responsibility for financial resources. The handling of small amounts of cash/cheques or equivalent may be necessary or the receipt of the same to pass to others to action. * Duties regularly involve the day to day maintenance of equipment or designated area e.g. responsible for cleaning and/or maintaining equipment, technology rooms, laboratories, workshops, performance spaces and storage areas. |
| **Working Environment** | * Majority of duties are carried out in science preparation rooms/laboratories/storage areas and outside at the environmental area including exposure to dirty equipment, hazardous substances, fumes, hot and sharp objects, biological hazards and using various tools and stepladders. |
| **Personal Contribution to Academy Life** | * All employees will be expected to comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job profile * All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to follow the Academy’s policy on Professional Conduct * All employees are expected to take responsibility for their professional development, keeping up-to-date with developments in education and meeting their Performance Management objectives * The Principal will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition |
| **Specific Duties** | |
| **Ensuring the maintenance of a healthy and safe working environment** | * Contributing to the assessment, monitoring and review of both health and safety procedures and information resources; * Keeping up to date with current procedures and practice through continuing professional development; * Providing technical advice and support on health and safety issues to teachers and trainee technical staff; * Ensuring healthy and safe storage and accessibility of equipment and materials; * Ensuring the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards; * Checking, cleaning, maintaining, sterilising, calibration, testing and repairing of equipment to the required standards; * Inspecting, maintaining and correctly using safety equipment; * Keeping label records (alcohol, poisons, flammables etc). |
| **Support for experiments** | * Preparing the materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work. * Setting up and testing demonstration experiments and ensuring that they will work satisfactorily. * Caring for animals and plants for observation and experimental purposes. |
| **Support with resources** | * Contributing to the design, development and maintenance of specialist resources and long-term projects: * Assisting in the construction and preparation of the audio-visual aides, and maintaining the AVA equipment used within the Science department; * Maintaining filing and cataloguing systems for paper resources eg worksheets; * Operating and administering stock control; |
| **Stock Control /Maintenance** | * Maintaining a good stock of necessary materials for the construction of scientific apparatus. Keeping legal records (alcohol, poisons, flammables etc); * Supporting the team in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising with suppliers and finance staff: * Sourcing, costing equipment alternatives to maintain stock levels; * Keeping up-to-date records of stock |
| **Other duties** | * Assisting with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved. * Maintaining the Science laboratories and supporting teaching staff by producing, mounting and removing display work. * Helping with the administration of Health & Safety within the Science area and, when trained, offering first aid treatment of minor laboratory injuries and the maintenance of first aid equipment in the laboratory area. * Administering the department’s system for covering absent staff by ensuring that work set for classes, together with the necessary resources is made available for covering staff. * Safeguarding and promoting the welfare of children |

**Signed……………………………………. Date……………………………………**