

## **JOB DESCRIPTION**

**Job Title:** Science Laboratory Technician

**Grade:** 3

**Line Manager:** Science Technical Team Manager

### **1. Job Purpose**

- 1.1 The primary function of this role is to provide professional science technical support to enhance the delivery of the science curriculum. To aid in the smooth delivery of lessons through the organisation of facilities and resources resulting in a safe and productive environment for staff and students.
- 1.2 The Science Laboratory Technician will contribute to the achievement of the College's single corporate objective – improving students' achievements – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

### **2. Key Responsibilities**

- 2.1 To prepare, set out, maintain and replenish equipment and materials required for demonstrations and class practical work.
- 2.2 To trial new practical activities and produce experimental values as required
- 2.3 To periodically check, repair, maintain and construct laboratory apparatus, equipment, models, exhibitions and specimens.
- 2.4 Maintenance of chemical records and stock control.
- 2.5 Actively help to maintain a healthy and safe working environment to include safe storage and disposal of hazardous chemicals and biological waste, and handling of radioactive sources (full training given).
- 2.6 To assist in carrying out annual inventory checks, checking deliveries, making local purchases.

- 2.7 Use of computers to complete day to day administration tasks including: access and maintain annual inventory, chemical inventory and stock control, update practical protocols, produce activities and resources for students, scanning of articles and documents, use of Google for scientific research and for purchases for the department. To access emails.
- 2.8 To assist with the issue and return of textbooks, checking and carrying out repairs.
- 2.9 To assist in the production of teaching resources, model and activity making, photocopying and binding.
- 2.10 Give general assistance to other curriculum departments and college events as reasonably requested.

<b><u>Knowledge, Skills and Experience</u></b>	<b>Essential/ Desirable</b>
1. Excellent interpersonal and communication skills, with the ability to communicate to both students, staff and external companies.	Essential
2. A high standard of written English in order to accurately present departmental data.	Essential
3. Good IT skills including google software.	Essential
4. A passion for science and enthusiasm to learn new skills.	Essential
5. Ability to follow diagrams and written instructions accurately.	Essential
6. Proactive approach to problem solving.	Essential
7. Good organisational and time management skills with an ability to work to deadlines and prioritise demands.	Essential
8. Ability to work independently and use own initiative	Essential
9. Ability to work as part of a team and demonstrate a flexible approach to work.	Essential
10. Full and valid driving license.	Desirable
11. A clear understanding of staff's role in safeguarding students.	Essential

12. Discretion and confidentiality with sensitive issues shared within the department.	Essential
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