

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Laboratory Technician	Post No: GEN69	Grade: HC4
Organisational information: Responsible to: Head of Science Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: None Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> <i>External:</i>		
Main Purpose of Job: Providing technical support within the Science Area		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> • 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 staff and support staff outside the department. • To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> ○ 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. 		

- Preparing and cleaning away after practical lessons, including practical exams and assessments up to and including GCSE.
- Receive and process resource requirements, collate this information to ensure the availability of resources, suggesting alternatives as appropriate. Manage own time to meet these objectives.
- Assisting pupils and teaching staff during practical lessons, including demonstrating skills, techniques and equipment as appropriate.
- Preparation and distribution of Key stage 4 worksheets and test papers as appropriate. The responsibility for the preparation and distribution of all Key Stage 3 worksheets and tests. Preparation of other teaching aids and displays, including video recording and setting up of IT and audio visual equipment.
- Responsibility for the compiling of 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 and 4.
- Repairing, maintaining and installing equipment as appropriate. The design and manufacturer of new laboratory apparatus to support learning.
- Maintaining preparation and storage rooms in a safe, clean and tidy condition, as appropriate.
- Assisting with the care of plants and maintenance of biological solutions (term time only)
- Controlling stocks of laboratory materials and equipment: order, receive and store stock. Maintain stock levels, and issue new stock. Make recommendations for future expenditure. Research various suppliers to ensure best value and delivery. The control of expenditure within budgets. The purchasing of materials using petty cash, and accounting for that expenditure.
- Assisting the science area to operate in accordance with the health and safety guidance, as specifically set out in the County Group Safety Policies, DES Safety Guide, and in accordance with COSHH and other safety regulations. The day to day responsibility for radioactive sources (oversight by the Radiation Protection Supervisor)
- Meeting the training requirements of student science teachers, and to provide ongoing support throughout their training period
- Provide technical support to all feeder schools, as appropriate.
- Contribute to future developments of the Science Department i.e. laboratory refurbishment and design, modification of laboratory methods to support curriculum development.
- Participate in INSET as appropriate
- To assist the Head of Science 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 specialist resources and/or long-term projects.
- To support the Head of Science in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date records of stock.
- To deal with first aid incidents in science
- Time management
- Responsible to Head of Science Faculty
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard
- To undertake safeguarding training at appropriate level to the role.
- To undertake First Aid training and apply it to those staff and students in need.

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

- Preparation of resources, assembling apparatus up to and including that required for GCSE examinations and assessments
- Obtaining materials by local purchase
- Giving Technical advice to teachers, technicians and pupils/students
- Carrying out risk assessments for technician activities
- Assisting in practical classes and carrying out demonstrations.
- Keeping up-to-date with health and safety requirements and with developments in practical science. (Attending courses and reading publications)
- Disposal of waste materials
- Checking fume cupboards, pressure vessels and first aid kits: carrying out electrical and other safety checks, etc.
- Organising, storing and checking the condition of chemicals and equipment.
- Responsibility of radioactive sources (under the supervision of the RPS)
- Attending department meetings
- Constructing, installing & modifying apparatus.
- Setting up and caring for plants.
- Preparing standards solutions, purifying chemicals, treating waste.
- Checking stock ordering
- Keeping stock records
- Maintaining resources
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment.
- Cleaning, repair and maintenance of equipment
- Managing own time to meet all responsibilities.
- Setting up and carrying out data logging.
- Updating computer records
- First aid incidents in science
- Last minute changes in lesson requirements.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her 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 employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This 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 organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

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Job Title: Laboratory Technician			Post No: GEN69	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification		Essential criteria		Method of Assessment*
Experience		<ul style="list-style-type: none"> • Experience in Laboratory Work / as a technician • Experience with practical work 		Application form / interview
Skills and Abilities <i>Including personal attributes</i>		<ul style="list-style-type: none"> • Ability to follow instruction in an organised manner • IT Literate • Good Practical Skills • Good interpersonal skills • Good communication skills with staff and pupils • Basic administration • Ability to work as a team and independently • Self motivated • Awareness of health and safety procedures and ability to comply with safety aspects of Laboratory work • Good time management skills 		Application form / Interview / references
Qualifications and Training <i>including professional qualifications</i>		<ul style="list-style-type: none"> • 5+ GCSE grades C or above (or equivalent) including Science A*-C (4-9) or • British regulated qualification framework level 2 and above or • Educated to A level standard or equivalent in a science subject • A good knowledge of spoken and written English 		Application form / interview Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post. International English language testing system (IELTS) score of 5.0

Date:

Date Person Specification last reviewed

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