



Holyhead

Teach What Matters

Post Title and Grade	Science Lab Technician
Reporting to	Laboratory Manager and Director of Learning for Science
Liaising with	Teaching and Associate Staff and relevant external agencies
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">• To prepare and clear science equipment for experiments as required• Ensure all apparatus, equipment and materials are prepared for demonstration or for students use as requested by the teaching staff• To pay due care and attention to health and safety following CLEAPSS guidelines. Ensure all labels referring to safety hazards are clearly visible, relevant hazards and equipment safety information are provided as needed.	
Key Tasks <ul style="list-style-type: none">• To demonstrate and assist in practical lessons as required• Provide technical and general assistance to teachers and students• To dispose of or reclaim all waste laboratory materials including hazardous waste/chemicals in accordance with procedures and health and safety requirements.• Keep a check on departmental stock levels and support the Lab Manager to administer the ordering, issue and distribution of stock. Check deliveries and invoices and refer any queries to responsible person• Maintain and repair the apparatus/equipment used by the department and report other damages/needs• To maintain and keep records of apparatus, equipment and materials for inventory purposes• Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to• Provide advice and guidance to staff, students, and non-science teachers/cover supervisors/trainees• To develop resources in consultation with members of the science staff• To undertake any specialist shopping as required.• Help staff as required with maintaining of display space within the Science Department• Maintain, tidy and organise work spaces and storage areas	
Other Responsibilities <ul style="list-style-type: none">• Maintenance of classroom displays in liaison with classroom teachers	
Safeguarding <ul style="list-style-type: none">• To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.• To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy	



Holyhead

Teach What Matters

- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school 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
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.