



WINCHCOMBE SCHOOL

JOB DESCRIPTION – SCIENCE LABORATORY TECHNICIAN

Job Title:	Science Laboratory Technician
Grade:	NJC Grade 4 (points 7-10) £22,369 - £23,620 pro rata
Hours:	37 hours per week term-time plus one week INSETs and 2 additional working weeks in school holidays
Job Purpose:	<ul style="list-style-type: none">• To ensure that Teachers in the Science Department are provided with the necessary equipment for delivering practical lessons.• To share responsibility for ensuring that Health and Safety issues are met and to report any shortcomings immediately to the Head of Faculty/Business Manager.• To provide routine hygiene maintenance for all Science areas.• To monitor and record use of equipment and chemicals as required by the Head of Faculty.• To set up science experiments for local feeder primary schools and Open events as agreed with Head of Faculty.
Responsible to:	Head of Science
Skills:	In-depth knowledge of C.O.S.H.H., C.L.E.A.P.P.S, H&S regulations and procedures. Knowledge of KS3/4 Science curriculum and schemes of work
Main Duties and Responsibilities:	<p>Preparation of practical lessons</p> <ul style="list-style-type: none">• Preparation of materials, chemical and biological solutions for science lessons• Collection, checking and returning of resources to stores after science lessons• Managing and running the Prep Room• Disposing of waste materials in accordance with CLEAPSS Guidelines• Trialling all AQA required practicals and adapting to record the preferred outcomes• Setting up demonstration practicals• Weekly liaising with all teachers within the Science Department as to their practical requirements for the following week, and reorganising and re-rooming where appropriate• Purchase consumables and materials locally as required <p>Provision of equipment</p> <ul style="list-style-type: none">• Delivery of all practical equipment to science lessons• Assembling new apparatus• Checking, cleaning and maintenance/calibration of equipment• Arranging repairs to equipment completed by outside companies <p>Health & Safety</p> <ul style="list-style-type: none">• Deliver appropriate PPE and Haz cards to lessons• Giving Health and Safety advice to staff and students

- Carry out Risk Assessment for technician activities and liaise with staff on Risk Assessments of experiments carried out in the laboratories
- Supervise safety checks of Fume Cupboards and Pressure Vessels
- Report any issues re H&S to Business Manager

Routine Hygiene Maintenance

- General cleaning of laboratory benches, sinks and fixed equipment
- Welfare and care of plants, biological specimens, greenhouse and pond area.
- Performing weekly, termly and annual laboratory maintenance schedule

Monitor and Record use of equipment/chemicals

- Organising and storing lesson resources
- Stocking labs with general clean glassware and other equipment and checking their condition
- Ordering all equipment including chemicals, stationery and consumable supplies, researching alternative materials and best value where appropriate
- Undertaking annual Chemical Stocktake and monitoring all chemical stores including the fridge and freezer
- Updating written and electronic records

Supporting Delivery of Practicals

- Supporting practical lessons
- Supporting Primary Science Club practical lessons
- Supporting Year 5/6 Induction lessons and Open Day activities for teachers to deliver

Miscellaneous

- Updating the displays on noticeboards in the Science corridor
- Reporting accidents within the Department to First Aider in front office
- Any duties of a reasonable nature not listed above

General:

- The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of Employment
- The Post Holder will be appraised within the framework of School’s Appraisal Policy.
- External or internal training will be provided in relation to the Post Holder’s responsibilities and the Post Holder will be expected to attend such courses as required.
- The nature of school work is such that confidentiality is of paramount importance and information gained in the course of duties must not be divulged.
- The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Winchcombe School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position. Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

(signed) Post Holder (date)

(signed) Headteacher (date)



WINCHCOMBE SCHOOL

PERSON SPECIFICATION – SCIENCE LABORATORY TECHNICIAN

QUALIFICATIONS

- ✓ Educated to A Level or equivalent (A Level in either physics, chemistry or biology)
- ✓ COSHH training as appropriate
- ✓ Basic knowledge of Health and Safety regulations
- ✓ Good understanding of a range of chemicals and their properties

EXPERIENCE

- ✓ Experience or solid understanding of working as a technician in a school or educational establishment, undertaking a range of practical tasks
- ✓ Experience of managing own workload.

PERSONAL SKILLS & QUALITIES

- ✓ Able to communicate effectively, orally and in writing
- ✓ Excellent organisational and planning skills, including prioritising tasks
- ✓ Able to think creatively to anticipate and solve problems
- ✓ Able to encourage and inspire young people to achieve
- ✓ Able to work as part of a team; working effectively with people across a wide range of levels and responsibilities.
- ✓ Computer literate – must have good ICT skills including a working knowledge of MS packages
- ✓ Able to work using own initiative, and exercise good judgement
- ✓ Flexibility of approach to work
- ✓ Able to carry out routine maintenance of equipment
- ✓ Able to maintain accurate work records and inventories