



**REDBORNE SCHOOL AND COMMUNITY COLLEGE
JOB DESCRIPTION & PERSON SPECIFICATION**

JOB TITLE:	Senior Science Laboratory Technician
PAY SCALE:	Level 4B – Point 15-18
HOURS:	37 hours per week Monday – Thursday 8.00am – 4.00pm Friday 8.00am – 3.30pm 30 minutes for lunch
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	Head of Science
JOB PURPOSE:	To provide technician support to teaching staff and students for all Science work in the school

MAIN DUTIES AND RESPONSIBILITIES:

- To prepare materials and equipment for practical sessions and examinations. Deliver materials and equipment to Science laboratories. Construct and set up equipment as required within Health and Safety Guidelines.
- To clear away trays/trolleys after lessons.
- To check materials and equipment, before and after use by a class, for quantity and damage.
- To carry out basic repairs and refurbishment of equipment.
- To monitor supplies of stock and inform the Head of Science when further supplies are necessary. Carry out stock taking; maintain records of chemicals and other consumables.
- To assist the Head of Faculty with administration of faculty e.g. ordering, finances etc.
- To initial invoices prior to Head of Faculty.
- To assist Head of Faculty with administration of timetable.
- To keep up to date with Health and Safety procedures and to inform other technicians and faculty staff.
- To ensure glassware and other equipment is clean.
- To ensure that laboratories are tidy at the end of the day and ready for the next day.
- To place orders and check deliveries of science equipment and supplies.
- To organise preparation rooms in consultation with the Head of Science.
- To liaise and work with the other Technicians and to line manage them.
- To carry out photocopying.
- To assist Sixth Form students with their practical lessons where possible.

- To assist and advise PGCE and GTP student Teachers.

OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.