**JOB DESCRIPTION**

**Job Title:** Laboratory Technician

**Responsible To:** The Bursar through the Head of Science (Staff and Development) and the SeniorTechnician

**Hours of Work:** Monday to Friday 8 am to 4.30 pm, term time to include inset days at the start of each term and one Saturday per year, Open Day, plus 10 days outside of term time.

**Main purpose of the job:**

To deliver technical support system to science teaching staff. Assisting the teaching staff in the preparation of materials and equipment for use in the teaching of science subjects across Key Stages as appropriate.

**Main Duties and key responsibilities**

1. To prepare, distribute and collect materials (apparatus, chemicals etc) as requested by teachers and the Senior Science Technician, this will include handling materials requiring special care (e.g. toxic chemicals).
2. To provide apparatus and set up experiments for KS2, KS3, GCSE & A-Level practical assessments.
3. To store these materials in appropriate and safe locations.
4. To keep up-to-date records of all stock kept within the science faculty.
5. To liaise with the Head of Science and the Senior Science Technician for the purpose of ordering replacement and new stock.
6. To clean glassware and other apparatus as necessary to maximise the amount available.
7. To prepare solutions and mixtures.
8. To help prepare risk assessments for class practicals.
9. To label solutions and chemicals with names and hazard stickers where appropriate.
10. To check and advise teachers and heads of department on potentially hazardous chemicals. (The responsibility for this remains with teachers/the Head of Science).
11. To maintain equipment, including Bunsen burners and other equipment normally kept in laboratories and in the preparation rooms, in clean and good working order and to advise of necessary replacements or repairs.
12. To keep the sinks and working surfaces clean and to help keep the labs generally tidy.
13. To construct and repair apparatus as reasonably requested.
14. To care for the animals and plants kept for observation and experimental purposes, including the clearing away of any material used for dissection.
15. To provide back-up for teachers when practical work is being carried out.
16. To keep accident records as required by the School/Science department.
17. To perform administrative tasks, which may involve word-processing, as reasonably requested by the Senior Technician and Head of Science.
18. Ensure that labs are locked and that mains gas and electricity are turned off at the end of the school day.
19. Prepare A.V. and computing facilities as requested by Science staff.
20. Assist with the setting up and preparation of events for Open Day.

**General responsibilities:**

* Maintain a clear and orderly working environment.
* Maintain a smart appearance at all times in keeping with the School’s image.
* Set a good example in terms of punctuality and attendance.
* Participate in training, other learning activities and performance development as required
* Attend and participate in relevant meetings as required
* Undertake and document a performance review with the line manager in accordance with the School’s performance management review process
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Maintain appropriate confidentiality according to the School and legal requirements.
* Contribute to the overall ethos, work and aims of the School
* Appreciate and support the roles of other professionals
* To have an awareness of the day to day issues within the School and ensure communication systems are effective between all relevant departments within the School.
* Promote equality as an integral part of the role and treat everyone with fairness and dignity.
* Carry out any other duties as may be reasonably required appropriate to the post

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| Requirement | Essential or Desirable? | Assessment |
| Qualifications/Education/Training:   * A levels or the equivalent in science, or a BTEC HNC/HND, foundation or degree in a science (Chemistry, Biology or Physics) or technology subject | Desirable | * + Application Form   + Certification |
| Experience:   * Experience of working in a similar role * Experience of working in a school environment | Desirable  Desirable | * + Application form   + Interview   + Previous experience |
| Knowledge   * Ability to use Microsoft Word, Excel, Outlook * Knowledge of safe working practices * Scientific and technical knowledge | Essential  Essential  Essential | * + Application form   + Interview   + Previous experience |
| Skills and Competencies:   * Excellent written and oral communication skills * Ability to process and interpret complex information * Strong prioritisation skills and ability to manage own workload * Forward planning and ability to use your own initiative * Ability to work flexibly * Team working skills to work successfully with a team of technicians * Ability to cope with competing demands | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | * + Application form   + Interview   + Previous experience |
| Personal Attributes:   * Self-motivated * Forward planning and ability to use own initiative * A thorough approach and meticulous attention to detail * The ability to communicate effectively with adults and children in all levels in a professional, friendly and approachable manner * Positive, enthusiastic with a can- do attitude * Good interpersonal skills, friendly and approachable, able to relate to a wide range of users * A commitment to the profession and to professional development | Essential  Essential  Essential  Essential  Essential  Essential  Essential | * + Application form   + Interview   + Previous experience |