



Job Description - Science Laboratory Technician

Job Title: Science Laboratory Technician

Grade 4

Reports to Senior/Lead Science Technician

Responsible for N/A

Liaison with: Head of Faculty, Senior/Lead science technician, Science teaching staff, Administration staff, SLT, Students.

Job Purpose

- To provide full technician support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and to undertake administrative tasks when requested. An interest in computers would be preferable.

Principal Accountabilities

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillage when they occur.

Duties

- The preparation and delivery of apparatus requested by the Science teaching staff and setting it out if necessary, in the required room.
- Clearing away when the apparatus is finished with and washing up.
- Storing chemical stocks in an orderly and safe manner.
- Maintaining apparatus in a usable state and undertaking minor repairs where feasible.
- Making up standard laboratory solutions within Health and Safety guidelines.
- Under guidance, becoming familiar with the Health and Safety implications of all laboratory techniques and chemicals used and advising staff where necessary.
- Assisting teaching staff and students in practical work when required.
- Undertaking regular stock checks as directed by the Senior Technician.

- Working in co-operation with other technicians and teachers to ensure the smooth and safe running of all aspects of the department.
- To ensure safe storage and use of laboratory equipment.
- To support teaching staff and pupils during lessons and also to assist supply teachers in the setting up of equipment.
- To assist in preparing lesson materials in other departments from time to time.
- To liaise with other departments/schools re use of additional/specialist equipment.
- To refer stock requirements to the Senior Science Technician.
- To undertake routine photocopying as required.
- To liaise with caretaking staff regarding any gas/fume problems that may occur.
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
- To assist in ensuring the safe conduct of pupils in the department.

General

- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.