



## **Job Description**

### **Science Laboratory Technician – Technician Level 2**

30 hours per week, flexible working pattern.

Term time only, 39 weeks per annum to include training days.

NJC salary scale points 5 - 6 £23,500 - £23,893 all year round equivalent. Actual salary for term time only, 30 hours per week £16,316.91 - £16,589.78.

Reports to: Subject Leader for Science.

### **Purpose**

Under the overall direction of the Head of Science, and in accordance with the practices and procedures of the school, assist teaching staff in providing a safe and efficient lab technical service for students and teaching staff.

The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

### **Main Duties and Responsibilities**

Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.

To ensure equipment and electrical connections, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use.

To undertake minor repairs and modifications when necessary and to assist in the construction of apparatus. Be responsible for the safe working of appliances.

Where applicable, to undertake reprographic duties and routine 'resource' tasks, as determined by the needs of the Science Department.

To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.

To inform the teacher in charge of stock to be replaced/ordered. To pack/unpack and check apparatus and chemicals.

Monitor and manage stock cataloguing resources and undertaking audits as required.

Purchase of consumables from local shops as required.

To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.

The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.

Filing of paper resources on return to preparation room and duplication of resources as required.

To undertake general tasks within the Science Department such as portering and handyperson duties, including transporting supplies within the school, collection of materials locally, general maintenance of laboratories, preparation and store rooms.

Perform demonstrations of practical experiments to groups as directed by class teacher

### **Health and Safety and Compliance.**

To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.

To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.

Advising staff on safety issues and trialling practical work where necessary.

To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.

To assist in the safe disposal of residues and outdated stock following approval and advice from senior personnel. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste

To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.

Ensuring that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance.

Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.

To assist in maintaining all living organisms in a safe, healthy condition for observation and experimental purposes. Where applicable, to assist in the collection of live material and required breeding programmes.

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

Equal Opportunities

Health, Safety & Welfare

Child Protection

Data Protection

Risk Management

### **Support for the School**

To assist with practical examinations and demonstrations as may be required.

To invigilate examinations as directed by the Head of Science as required

Recognise own strengths and areas of expertise and use these to advise and support others

Participate in training and other learning activities and performance development as required

Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible

Contribute to the overall ethos/work/aims of the school

Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students

Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

Liaise between managers/teaching staff and support staff

Attend regular team meetings and briefings with department and whole staff

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of School

### **Auditing**

Ensure an up to date inventory is maintained

Manage school's equipment cleaning audit

To assist with the production of an annual audit of the Science equipment

### **General**

Take responsibility for own professional development, continually keep updated about new initiatives in Science, and contribute to the School as a learning organisation.

To contribute to the Health and Safety of students and other staff in accordance with Health and Safety regulations

Manage the effective implementation of projects and Science initiatives.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of School.

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Develop constructive relationships and communicate with other agencies/professionals

Share expertise and skills with others

Responsible for reading emails and keeping up with school calendar and changes and other communication

Help with wall displays and classroom displays

Organise ordering of stock in a timely manner, as discussed with Head of Science

Participate in training and other learning activities and performance development as required

Recognise own strengths and areas of expertise and use these to advise and support others

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Head of Department

### **Working Conditions**

Standing for extended periods of time

Lifting and transporting of objects and live animals

Ability to access the whole site to review/check science equipment

Some work involving visual display units

Evening work will be required from time to time to support events for which flexibility in working hours is essential