



## GREENFORD HIGH SCHOOL

### Laboratory Technician

Term time only, including Inset days; 35 hours per week

Point 15 to point 21 salary range; annual incremental rises –  
£16,557 to £19,061 (June 17)

Apprentice Lab Technicians: £246.75 per week (over 21 years of age);  
£196 a week (aged between 18 and 20)

### Job Description

**Responsible to:** The Laboratory Technician will work under the supervision of the Senior Laboratory Technician and the Head of Science. The technician will be expected to carry out the following duties within the department:

### **Summary of duties:**

1. Preparation of materials and equipment safely and in compliance with the relevant legislation, for lessons at Key Stages Three and Four of the National Curriculum and for post-16 courses at A level and BTec.
2. Clearing away of equipment at the end of lessons; checking, cleaning and maintenance of apparatus including making minor repairs.
3. Clearing up and maintenance of designated laboratories, reporting any items in need of repair.
4. Maintenance of designated preparation areas as instructed, to provide a clean, orderly working environment; storing equipment appropriately with correct labelling and indexing.
5. Carrying out systematic safety checks in designated laboratories.
6. Dealing with breakages of apparatus and chemical spillages, in compliance with the regulations within the CLEAPSS Laboratory Handbook and associated publications.
7. Monitoring stocks of consumable equipment, chemicals and stationery. The Science Technician should inform the Senior Technician of any items in short supply that need to be ordered.



8. Reproducing worksheets and other teaching materials as required, by use of the photocopier. This may include collating, stapling or filing materials.
9. Carrying out occasional work processing documents, using spreadsheets and assisting with setting up computers and data-logging equipment for lessons.
10. Occasionally purchasing small items locally that may be required in lessons.
11. Assisting with the preparation of practical examination materials.
12. Attending INSET (In-Service Training) courses as recommended by the relevant member of staff, for example in matters of Health & Safety.
13. Undergoing a regular Professional Review in line with the school policy.
14. Assist in the event of an accident by providing appropriate remedial action, and reporting all incidents to the Senior Technician.
15. Be familiar with the departmental safety policy, and have an understanding of COSHH risk assessments.
16. Positively contribute to the general ethos of safety awareness within the department, and to be familiar with up to date safety procedures.
17. Occasional assistance with in-class demonstrations.
18. Positively contribute to the continued excellent behaviour of students.
19. With suitable training, act as a first aider within the science department and occasional covering of the student welfare office.

### General

The post is full-time and term-time only, plus Inset days. Support staff are allowed to select, in advance, three support staff days as one off holidays during the school year.

This job description is not necessarily a comprehensive definition of the post. Other duties may be assigned in consultation with the Science Technician and other relevant parties.



## **Person Specification - Requirements**

### **Qualifications**

- Minimum of 5 GCSEs at grade C or above / BTEC / equivalent qualifications, to include English, Maths and Science.
- A science background - beneficial
- A level or further study in science – desirable, not essential
- Lab experience from school or college

### **Professional Knowledge and Experience**

- Knowledge and understanding of the school's child protection and safeguarding policies and procedures.
- Knowledge of the implications for working in a multicultural environment.
- Knowledge and understanding of issues related to equal opportunities and their implications for schools.

### **Professional Skills**

- Ability to liaise with teaching staff and work in co-operation with colleagues
- Ability to communicate effectively orally and in writing
- Ability to successfully encourage students to the highest standards of individual achievement
- Ability with word processing, spreadsheets and navigating the internet
- Ability to work calmly, carefully and efficiently under pressure
- Ability to deal courteously and effectively with students and staff

### **Educational Commitment**

- Commitment to the welfare of each and every child and to the school's child protection and safeguarding policies and procedures.
- Commitment to the promotion of positive images and equality of opportunity for all students, irrespective of gender, sexuality, disability or ethnicity.
- Commitment to the school's Mission Statement and Code of Conduct.



- Commitment to the achievement of quality in education by through Continuous Professional Development.
- Commitment to providing a supportive environment for the pupils particularly for those with special educational needs.
- Commitment to using the VLE/ICT for the benefit of students' learning.