



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

SENIOR LABORATORY TECHNICIAN (SCIENCE) (SECONDARY)

REPORTING TO:

Head of Science

RESPONSIBLE FOR:

Technician team

FUNCTIONAL LINKS WITH:

Teaching staff, support staff and pupils

MAIN PURPOSE OF THE JOB:

To support the teaching of science, to assist the science teaching staff and to ensure that science equipment and stocks are kept safe and reliable.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision of the technician team under the guidance of the Head of Department and arranging meetings to ensure the smooth and efficient running of the team.
- Ensure maintenance of safety information and safe storage of chemicals, complete regular safety checks on pressure cookers and fume cupboards, maintenance of safety records and safe disposal of disused equipment and hazardous waste.
- Supervise stock control and maintenance of stock records, order stock, maintain records of ordered stock and monitor expenditure within the department keeping the Head of Department informed.
- Keep accounts and manage petty cash.
- Prioritise work to be carried out including preparation of materials and equipment for lessons, responsible for lesson equipment, demonstrations, testing experiments, clearing away and cleaning.
- Ensure care and maintenance of equipment, laboratories and preparation areas including making, or arranging for, repairs.
- Carry out simple glass blowing and construction of basic apparatus.
- Prepare chemical and biological solutions and provide safety information.
- Assist in the classroom when asked.
- Care of plants and occasionally animals.

RESOURCES:

Science equipment, chemicals, materials and petty cash.

JOB ACTIVITIES

- Decisions about stock levels, equipment appropriate for lessons, maintenance and repair, budget management etc.
- Exercise of interpersonal skills to effectively supervise team.
- Uses of literacy, numeracy and IT skills to produce and maintain reports and records.
- Creativity required in the repair and design of equipment.
- Specialist knowledge of sciences required.
- Any other reasonable request e.g. exam invigilation as and when required.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

Name.....Signed.....Date.....

.