



Job Description

Job Title: Laboratory Technician

Reports to: Head of Biology

Hours of work: 1300-1530 four afternoons per week, during term time only plus three weeks during school holidays. Flexible hours may be available for an outstanding candidate.

Principal Role

The post holder is responsible for working with the other Laboratory Technicians to provide support to the Biology and Chemistry departments. This includes the organisation and maintenance of the equipment store as well as the timely preparation and clear down of materials required for lessons and examinations as required by the teachers within each department. The post holder will also be required to support other Science departments as required.

Main Duties

- Liaising with academic staff to discuss timetables, equipment requirements and work plans;
- Running trials of experiments prior to classes; demonstrating techniques for experiments where required;
- Preparing equipment, consumables and other materials in advance of lessons as directed;
- Maintaining and repairing equipment and laboratory apparatus;
- Record keeping;
- Ensuring that equipment is properly cleaned and that chemicals, equipment and other materials are appropriately stored;
- Supporting the work of teachers in classes and laboratory sessions, and giving technical advice to staff and students;
- Working with individual students and supporting them with projects as required;
- Managing the stock control of chemicals, consumables and equipment;
- Ensuring that all current best practice in health and safety procedures are understood and followed correctly;
- Identifying and logging maintenance requests;
- Liaising with teachers and other technicians to ensure efficient use is made of expensive pieces of equipment.
- Carrying out any other reasonable requests, in line with the broad responsibilities of the role including co-curricular support and one-off events such as open mornings;
- Setting up specialist equipment for examination purposes where required and holding confidential information securely.

Person Specification

The ideal candidate will:

- Have experience in an education setting, technical support or similar background;
- Have a relevant science or technical qualification;
- Be proactive and happy to take the initiative;
- Have excellent interpersonal skills;
- Be well organised and have a flexible approach;
- Be a competent user of standard computer packages,

The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he / she is responsible, or with whom he / she comes into contact will be to adhere to and will ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the



duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he / she must report any concerns to the School's Designated Safeguarding Lead.