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| Job Title: | **Laboratory Technician at DLD College**  |
| Reports To: | Vice Principal  |
| Salary: | Permanent contract. DLD has its own scale.  |
| F/T, P/T | Full time  |
| Period of Appointment: | From January 2017 |
| Qualifications: | Formal science qualification  |
| Skills/Knowledge Experience: | A good understanding of laboratory safety is essential. Applicants would benefit from relevant previous experience and familiarity with the preparation and handling of chemicals and scientific equipment. Knowledge of recent curriculum developments at GCSE and A Level is highly desirable as is the ability to relate well to teenagers. You will need to have:* strong practical and organisational skills with the ability to manage your own workload;
* excellent scientific and technical knowledge and good IT skills;
* communication and team working skills;
* the ability to cope with competing demands;
* a thorough, meticulous approach;
* the ability to work using your own initiative.

Applicants will need to be enthusiastic and aware of and sympathetic to the needs of 14-19 year olds. |
| Staff Responsibilities: | You will provide technical support to the science teachers, contributing to the students' learning experience by assisting with the preparation of materials and apparatus for practical work, innovating and creating new equipment.Applicants would also be required to keep stock checks, place orders and take care of deliveries and invoices.  |
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| **Duties** |
|  | Accountabilities:To the Head of Science FacultyResponsibilities:* Co-ordinate the use of practical resources in order to provide equipment, materials and solutions as requested by teaching staff.
* Maintain safety standards in relation to the provision of practical resources.
* Provide technical assistance and assist during practical lessons as required, particularly Chemistry and Biology (Physics desirable)
* Build, assemble and deliver items of apparatus for use in lessons and practical assessments.
* Maintain and service equipment as necessary to ensure it is always safe and in working order.
* Collecting, checking and returning equipment to stores
* Assist in the maintenance of stock control of chemicals and equipment
* Prepare solutions accurately and dispose of waste laboratory chemicals in accordance with current regulations.
* Caring for plants and/or animals, where appropriate
* Ensure that all laboratories, preparation rooms, equipment and resources are maintained to a clean and safe standard, this will include the washing of glassware and cleaning of benches and sinks.
* Operate systems for the management, control and storage of equipment, apparatus and chemicals in accordance with safety requirements.
* Trialling practical activities.
* Providing technical support to experienced and trainee teachers including health and safety guidance
* Keep up to date with developments in practical science and health and safety requirements
* Carrying out health and safety checks on laboratories, prep rooms and stores
* Obtaining materials by local purchase
* Any other reasonable requests

General:Attend and participate in staff and working group meetings and training as appropriate.Adhere to and work within DLD College practices and policies including those relating to Equal Opportunities.Attendance at departmental meetingsThis job description is subject to change at the discretion of the Principal. |