



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

LABORATORY TECHNICIAN

Responsible for providing curriculum based technical support to designated curriculum areas.

REPORTING TO	Senior Technician
FUNCTIONAL LINKS	Teaching staff, support staff, pupils and suppliers
MAIN PURPOSE	Responsible for providing curriculum based technical support to designated curriculum areas.

MAIN RESPONSIBILITIES

The Laboratory Technician will be expected to perform the following duties:

1. Participating in the development of practical work and technical facilities to meet teaching/learning needs in designated curriculum areas.
2. Preparing apparatus, materials and solutions, setting up equipment, apparatus and demonstrations for use in practical lessons, project work and examinations, following instructions laid down in the syllabus/schemes of work and other documents, and retrieving, clearing away, cleaning and maintenance of apparatus.
3. Preparing special compounds, specimens, reagents and microbiological materials, for class work including foodstuffs. Buying of consumables for specialised practical lessons and managing a petty cash record of this.
4. Construction and development of equipment and apparatus involving modification/ manufacture for teaching purposes.
5. General maintenance (including cleaning) of apparatus and equipment and basic maintenance of general services and facilities, arranging for servicing and repair as required. This would also include caring for any departmental plants or pets and their equipment e.g. fish tank or greenhouse where relevant.
6. Maintaining stock levels and ordering supplies, including stationary and ensuring a basic supply of stationary in each laboratory, ensuring that expenditure is in accordance with departmental plans, checking deliveries, keeping financial records and providing the Senior Technician with regular statements.
7. Ensuring safe working practices, the secure and safe storage of equipment and materials, safe and appropriate disposal of unwanted materials, equipment and waste, and adequate first aid provision.
8. Identifying new equipment needs in consultation with teaching and other technician staff and participating in the selection of new equipment.
9. Advising staff of the technical requirements raised by the curriculum, contributing to the development of practical work in the designated curriculum

areas and providing technical advice and assistance to teaching staff and students, e.g. assisting with coursework and staff absence.

10. Issuing and maintenance of Science textbooks and keeping accurate and up to date records of this.

11. Any other reasonable request e.g. exam invigilation as and when required.

JOB ACTIVITIES

- Interpersonal skills to support and advise teaching staff and students.
- Technical knowledge to the operation of the laboratory.
- Decisions on working arrangements, stock management and expenditure.
- Creativity in addressing new requirements and developments.
- Practical skills to make small repairs and deal with maintenance.

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.....