

*Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*

**Position**

Science Laboratory Technician

**Working Times**

Sunday to Thursday 7.00 am to 2.00 pm. Term time only.

\*Please see Special Circumstances.

**Reports to**

Senior Laboratory Technician

**Direct reports**

None.

**Primary Objective of Role**

The Science Laboratory Technician provides a high quality technician and support service to the Science Department, consisting of physics, biology and chemistry at KS3, KS4 and KS5.

**Accountability and Responsibilities**

- Maintaining facilities and equipment as directed by the Head of Science.
- Preparation of equipment, facilities and practical situations for teachers, to include;
  - Assembling of all science apparatus
  - Equipment maintenance and repair
  - Stocktaking and storage of chemicals and / or equipment in laboratories
  - Safe disposal of waste materials
  - Trialing practical activities
  - Carrying out risk assessment
  - Providing technical support to students and teachers
  - Carrying out health and safety checks on laboratories, preparation rooms and stores,
  - Placing orders, checking deliveries and invoices
- Preparation of and clearing away science practical experiments having regard to safety, security and cleanliness.
- Regularly checking science equipment and report faults as necessary on a rota basis.
- Maintaining a stock control system for science equipment and chemicals, and maintaining the chemical store in a safe and orderly manner.
- Keeping up to date with health and safety and COSHH and CLEAPPS regulations are ensuring they are observed.
- Assisting with record keeping and other aspects of administrative work as required.

**Vision:** To enable personal growth, instil a passion for learning and create aspirational minds.

- Assistance with the preparation of specialist rooms / facilities and equipment for examinations and assessments for teaching and learning.
- Liaison with appropriate personnel / agencies to secure the maintenance and repair of equipment and / or facilities.
- Assistance with the production and presentation of displays.
- Taking care of plants and the maintenance of aquaria as necessary.

### **Experience, Knowledge and Skills**

- Previous experience working in a laboratory.
- A good working knowledge of/ or experience working handling scientific equipment and chemicals
- Able to work supportively as part of a professional team.
- Able to work flexibly and to take on new or different tasks if and when required to do so.
- Able to prioritise and organise work effectively.
- Accuracy and thoroughness.
- Good interpersonal and communication skills.
- A professional attitude to the working environment.
- Willingness to undertake appropriate training, if required.
- Ability to use initiative and work independently.
- Good knowledge of IT to maintain computerised stock control system.

### **Education and Training**

Qualification and / or experience with health and safety in respect of chemicals, or similar.

### **Special Circumstances**

Teaching staff may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

***Doha College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced criminal record check.***

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