

Job Description – Science Laboratory Technician

**NAME OF POSTHOLDER:**

**POST:**  Science Laboratory Technician

**GRADE: GO3**

**ACCOUNTABLE TO:** Head of Faculty

**JOB PURPOSE:**

* To support the Science Faculty to conduct day to day lessons ;
* To coordinate the use of practical equipment for the Science team;
* To ensure the maintenance of a healthy and safe working environment for the Science team;
* To assist the senior laboratory technician to ensure the availability of materials and equipment;
* To offer guidance, support and assistance to teachers, ITT students and pupils on all practical aspects of our courses

**DUTIES AND RESPONSIBILITIES – JOB SPECIFIC**

1. Practical lessons

* To support the Science faculty by daily preparing and assemblying apparatus;
* To carry out risk assessments for own activities;
* To offer guidance, support and assistance to teachers, ITT students and pupils on all practical aspects of our courses;
* Trialling practical activities
* As required assist in practical demonstrations in class
* Cleaning and repair if equipment
* To contribute to the design, development and maintenance of specialist resources
* Obtaining materials by local purchase and ordering;
* Prioritise jobs to ensure all deadlines are met

1. Maintain a healthy and safe working environment

* Keeping up to date with all health and safety requirements in Science, attending courses if relevant;
* Give health and safety advice to teachers, ITT students and pupils carrying out practical activities;
* Disposing of waste materials;
* Checking fume cupboards, carrying out electrical and other safety checks.
* Organising, storing and checking the condition of equipment

3. Assisting the Senior laboratory technician

* Checking stock and ordering when necessary;
* Maintaining resources by sourcing, costing and suggesting economic alternatives to maintain our stock levels;
* Keeping stock records.
* Compiling orders and liasising with suppliers

4. General

* To understand the role of teamwork in providing a quality service;
* Excellent communication skills both written and verbal;
* Ability to deal effectively with telephone calls;
* Ability to work with diversity;

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**DUTIES AND RESPONSIBILITIES – SCHOOL OBJECTIVES**

* Comply and assist with the development of policies and to be aware of procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
* Contribute to the overall ethos/aims of the school;
* Establish constructive relationships and communicate with other agencies /professionals, to support all school objectives;
* To be responsible for maintaining good working relationships with all school staff, teaching and non-teaching;
* To comply with the school’s practices, policies and procedures.
* To be responsible for the application of Health and Safety practices within the School, sharing a common responsibility for Health and Safety within the school as a whole;
* To work effectively as part of a team and carry out such other duties as may be designated by the line manager that commensurate with the grade and responsibility of the post.

**KNOWLEDGE/SKILLS**

* Motivation, enthusiasm and the ability to work under pressure in a multi-skilled, demanding role;
* Experience with finance and personnel functions desirable;
* Ability to communicate in Welsh desirable;
* Ability to relate well to children and adults;
* An excellent communicator;
* Can use ICT effectively in terms of record keeping and data entry;
* To understand and appreciate data protection issues and confidentiality;
* Work constructively as part of a team.

***DATE ISSUED***:

***DATE LAST REVIEWED***:

***Signature of Postholder:*** ………………………………….***date***………………

***Signature of direct Line Manager***:…………………………………***date***………………

***Signature of Business Manager***:…………………………………..***date***………………

***Signature of Headteacher***:……………………………………….....***date***………………