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| **Post Title and Grade**  | **Lab Technician** |
| **Reporting to** | Lab Manager and Director of Learning for Science |
| **Liaising with** | Teaching and Associate Staff and relevant external agencies  |
| **Areas of Responsibility and Key Tasks** |
| **Duties*** To prepare and clear science equipment for experiments as required
* To demonstrate and assist in practical lessons as required
* Ensure all apparatus, equipment and materials are prepared for demonstration or for students use as requested by the teaching staff
* Provide technical and general assistance to teachers and students
* To pay due care and attention to health and safety following CLEAPSS guidelines. Ensure all labels referring to safety hazards are clearly visible, relevant hazards and equipment safety information are provided as needed.
* To dispose of or reclaim all waste laboratory materials including hazardous waste/chemicals in accordance with procedures and health and safety requirements.
* Keep a check on departmental stock levels and support the Lab Manager to administer the ordering, issue and distribution of stock. Check deliveries and invoices and refer any queries to responsible person
* Maintain and repair the apparatus/equipment used by the department and report other damages/needs
* To maintain and keep records of apparatus, equipment and materials for inventory purposes
* Maintain, tidy and organise work spaces and storage areas
* Maintenance of specialist apparatus/equipment, check apparatus/equipment and ensure health and safety guidelines are adhered to
* Provide advice and guidance to staff, students, and non-science teachers/cover supervisors/trainees
* To develop resources in consultation with members of the science staff
* To undertake any specialist shopping as required.
* Help staff as required with maintaining of display space within the Science Department
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| **Safeguarding*** To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
* To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
* To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
* To consider at all times what is in the best interests of the child
* To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* To take action to enable all children to have the best outcomes
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