Holmer Green Senior School
A Specialist Business and Enterprise School

Parish Piece, Holmer Green, High Wycombe, Buckinghamshire. HP15 6SP T: 01494 712219 F: 01494 711103 E: office@hgss.co.uk www.hgss.co.uk

Headteacher: Michael Jones

Science Laboratory Technician

Principal Responsibilities
To contribute to the efficient running of the faculty

Responsible to: The Headteacher via the Head of Science

Duties and Responsibilities

- Contributing to the preparation of equipment and materials for class use, including 'A' level requirements
- Assisting teaching staff with class practical lessons if required and with time permitting
- Preparation of materials for science lessons
  - To assist in the preparation and delivery of materials and equipment for class use, ie. demonstrations, experiments, examinations and assessments by students and ensuring, by liaison with appropriate members of teaching staff, that adequate hardware is available
  - To assist in the
    - preparation of chemical solutions
    - preparation of plant and animal specimens
    - delivery of written materials and stationery
    - cleaning of practical equipment when deemed necessary
    - safe disposal of potentially harmful chemicals when appropriate training has been given
- To assist in the maintenance of an up to date chemical record and inventory
- Photocopy resources as requested
- Maintenance of an effective learning and working environment where the faculty has responsibility
  - Environmental Maintenance
    - To assist with maintaining collection of plant, insect and animal specimens
    - To assist with the maintenance and repair of equipment, plants and tools, including reporting and recording as necessary
    - To be responsible for the safe storage and monitoring of potentially harmful chemicals
  - Support members of teaching staff in maintaining a tidy working environment where all materials and equipment are secure
    - The cleaning of practical equipment when deemed necessary
    - To report to the Head of Science if environmental conditions within a laboratory are substandard
    - To assist in the maintenance of effective display within the faculty environment

- Reporting to the Head of Science if environmental conditions or work undertaken are not in accordance with Health and Safety legislation currently prevailing.

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process

- Work within the terms and conditions of employment of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name .....

Signature ..... Date .....

Headteacher

Name .....

Signature ..... Date .....