



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

NAME:

POST: Laboratory Technician

Permanent, Term time only

Monday, Tuesday, Wednesday and Friday, 8.00am - 4.00pm & Thursday, 8.00am - 3.00pm (36.50 hours per week)

GRADE: 2

PAY RANGE: Spinal Point 3 - 8

Subject to formal evaluation under the Pay Equity Review" by the salary/Grade.

JOB PURPOSE:

- To provide support to the teaching staff with the Science Department
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Duties and Responsibilities

- Requisition of consumables or equipment to maintain adequate stock levels after liaising with the Head of Department
- Maintenance of:
 - Secure inventories
 - Stock Control
 - Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure
 - Assist with annual stock-taking within the Science Department
 - Assist in preparation of budget for:
 - Replacement and new apparatus
 - Chemicals
 - Equipment and materials within the Science Department
 - Preparation of materials/samples for both classwork and examinations
 - Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure
 - Maintenance of:
 - Aquaria and plants within the Science Department
 - Animal experiments under the direct supervision of the Head of department with regard to the 1984 Animal Welfare and Cruelty Act (copies available from Science Inspector/DFE)
 - Construct, test, collect and clean demonstration class and examination apparatus

- Build teacher aids, e.g. Light boxes, feeler boxes, models, under supervision
- Carry out safety checks in accordance with laid down instructions and codes of practice
- In the event of a chemical spillage, ensure to liaise with the Building Services Supervisor that laboratory floors, walls, benches, equipment and fittings are properly cleaned
- Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards
- Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice
- Ensure the: Preparation and clearing away of apparatus and materials
- Teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. Breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur
- Within the Science Department, undertake photocopying or duplicating as necessary
- Reproduction of confidential examination materials
- Assembling material for:
 - Cataloguing
 - Stocktaking
- Where necessary, to control and maintain reprographic equipment and associated consumables
- To be responsible for:
 - The storage and retrieval of stencils and standard documents
 - The repair and recovering of textbooks
- To assist with exhibitions and displays for open days, festivals, plays, fetes, etc, including mounting/framing finished work.
- Where applicable issue audio visual equipment, files and aids as required when carrying out normal duties

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in Performance Management in accordance with the generic school plan for Performance Management.
- To **lead** on relevant items on the Risk Register.
- To **lead** on the development of relevant current initiatives
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.
- Contribute to the efficient operation of the school through regular duties.

SUPERVISION RECEIVED:

Supervising Officer's Job Title: Faculty Leader of Science

- ~~Regularly supervised with work checked by supervisor.~~
- ~~Left to work within established guidelines subject to scrutiny by supervisor.~~
- Plan own work to ensure the meeting of defined objectives.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

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Signature of Headteacher

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Signature of Post Holder

Date.....