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**Job Description**

**Post Title:** Senior Laboratory Technician Science

**Responsible to:** Head of Science

**Hours:** 31 hours per week – with a few days either side of term

**Role Profile:**

As Senior Laboratory Technician you will play a key role in providing technical support for the delivery of the Science (Biology, Chemistry and Physics) curriculum and management of the Department’s resources.

**Key Duties and Responsibilities:**

* Coordinating the use of practical resources and facilities, and provide assistance and advice in meeting the practical needs of the Science curriculum:

- Preparation of resources, assembling apparatus and chemicals

- Preparation of solutions from stock

- Obtaining materials by local purchase

- Trialling practical activities

- Giving technical advice to teachers and pupils, including other departments when

required

- Liaising with and assisting other technicians

- Carrying out and maintaining records of risk assessments for technician

activities

- Trialling, advising on and assisting with A level practicals and “investigations”

* Create and develop co-curricular science clubs for lower school
* Develop the skill base of other lab technicians and support trainee and NQT teachers
* Take part in open mornings, raising the profile of science at Shiplake
* Assist and support teaching staff in their delivery of practical work and project work
* Prepartion, setting up and delivery of class experiments as and when required
* Clearing and putting away experiment and demonstration equipment
* Preparation of specimens and solutions for use during classes and maintenance of teaching worksheets, tests and equipment records
* Ensure laboratories and prep room are clean and tidy
* To take responsibility for the safe storage, transit and accessibility of resources, including:
* Ensuring that stock levels are maintained and future requirements identified
* ensuring the availability of suitable resources
* compiling orders and to liaise with suppliers and with the Bursary team as required
* Carrying out an annual stock-take of chemicals and basic laboratory equipment
* Checking stock, ordering
* Maintaining the organisation of the storerooms
* Ensuring safe transit of chemicals and equipment between stores, prep room and labs
* Checking and replenishment of glassware and equipment in the labs
* Feeding, care, maintenance and cleaning of live animal and plant material within the department
* To ensure the maintenance of a healthy and safe working environment through:
* writing and ensuring all Health and Safety polices for science labs are kept up to date
* all staff are issued with two copies of the policies, one of which must be signed, dated and sent to HR for their personal file
* arranging H&S training for all staff who work in the labs so they are fully prepared to deal with any hazards or accidents
* safe treatment and disposal of used materials, including hazardous substances. Responding to actual or potential hazards;
* routine maintenance and cleaning of equipment;
* liaison with the cleaning staff regarding cleaning of labs, and store rooms;
* liaison with other Support Staff regarding maintenance of services;
* actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources;
* keeping up to date with current regulations, procedures and practices through CPD;
* provision of technical advice and support on Health and Safety issues to teaching staff both within and outside the Department.
* provision of technical advice and support on Health and Safety issues to Student teachers.
* Disposing of used or excess chemicals according to risk assessment outcomes.
* Arranging for safe storage and uplift of hazardous waste.
* Regular cleaning of lab glassware.
* Liaison with cleaning supervisor.
* Preparation and maintenance of special cleaning instructions for labs.
* Keeping up to date with current health and safety issues by reading monthly SSERC bulletin and other relevant publications, and drawing attention of staff to any relevant issues at Dept Meetings.
* Attendance at conferences and CPD courses relevant to technicians.
* Responding to enquiries from other staff eg Local Junior School, other science departments.
* Liaise closely with and advise student teachers in preparation for practical activities.
* Obtain and maintain an appropriate level of First Aid qualification as agreed with Head of Science.
* To assist the Head of Science in keeping track of the Departmental Budget by:
* advising on the annual Budget Request;
* maintaining the department financial records;
* placing orders, checking deliveries and invoices.
* assisting the head of department in compiling the annual budget request.
* Researching suppliers for best value.
* Placing and keeping records of orders.
* Checking deliveries.
* Checking and keeping records of invoices.
* Liaising with bursary regarding payment of invoices.
* Liaising with suppliers.
* Keeping an accurate record of Department spending.
* Checking Departmental records against Bursar’s Office monthly statement.

**Skills and Attributes Required**

* Ideally educated to degree level in one of the sciences/equivalent qualification by experience with excellent knowledge of the subject and technical ability
* Excellent interpersonal skills with the ability to communicate effectively with colleagues, pupils and Senior Management
* Proven ability to use initiative
* Ability to work both individually and as part of team
* Excellent organisational skills with the ability to work to deadlines

**Any other duties as reasonable required by your Head of Department or member of the Senior Management Team**

**Terms and Conditions**:

**Salary**:

Competitive. There is usually an annual review of salaries, which takes effect on 1st September.

**Hours of Work**:

31 hours per week, Monday to Friday term time only.

**Holidays:**

Included in the salary offer as the role is term-time only

**Pensions Scheme**:

All staff are automatically enrolled into the Schools contributory pension plan.

**Probationary period:**

1. months but can be extended dependant on performance.

**Other Benefits:**

* Lunch is provided free of charge, as is an evening meal should you have a school commitment.
* Excellent CPD
* Use of the College gym and open-air swimming pool (summer term)
* Contributory pension scheme

**Disclosure and Barring Service**:

Any offer of employment is conditional upon the completion of a satisfactory enhanced Disclosure and Barring Service check.

**Shiplake College is an equal opportunity employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts at College are subject to an enhanced DBS disclosure check.**