

# SCIENCE LABORATORY TECHNICIAN

## JOB DESCRIPTION

### Primary Objective of Role

The Science Laboratory Technician provides a high quality technician and support service to the Science Department, consisting of Physics, Biology and Chemistry at KS3, KS4 and KS5.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Science Laboratory Technician comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Main Duties

- Maintaining facilities and equipment as directed by the Head of Science.
- Preparation of equipment, facilities and practical situations for teachers, to include;
  - Assembling of all science apparatus
  - Equipment maintenance and repair
  - Stocktaking and storage of chemicals and / or equipment in laboratories
  - Safe disposal of waste materials
  - Trialling practical activities
  - Carrying out risk assessment
  - Providing technical support to students and teachers
  - Carrying out health and safety checks on laboratories, preparation rooms and stores,



- Placing orders, checking deliveries and invoices
- Preparation of and clearing away science practical experiments having regard to safety, security and cleanliness.
- Regularly checking science equipment and report faults as necessary on a rota basis.
- Maintaining a stock control system for science equipment and chemicals, and maintaining the chemical store in a safe and orderly manner.
- Keeping up to date with health and safety and COSHH and CLEAPPS regulations and ensuring they are observed.
- Assisting with record keeping and other aspects of administrative work as required.
- Assistance with the preparation of specialist rooms / facilities and equipment for examinations and assessments for teaching and learning.
- Liaison with appropriate personnel / agencies to secure the maintenance and repair of equipment and / or facilities.
- Assistance with the production and presentation of displays.
- Taking care of plants and the maintenance of aquaria as necessary.
- Supporting Science department CCA activities for one day per week after school throughout the school year

The post holder may be required to attend the college during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET), examination organisation and invigilation and/or preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Principal or Head Teacher and member of staff, to be reviewed annually.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

## Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity that promotes excellence in all areas.



# PERSON SPECIFICATION

## Key Requirements

### Qualifications

- Qualification and / or experience with health and safety in respect of chemicals, or similar. Desirable
- Minimum Secondary/High School Level education Essential

### Experience

- Previous experience working in a laboratory. Desirable

### Skills, Knowledge and Abilities

- A good working knowledge of/ or experience working handling scientific equipment and chemicals. Desirable
- Able to work supportively as part of a professional team. Essential
- Able to work flexibly and to take on new or different tasks if and when required to do so. Essential
- Able to prioritise and organise work effectively. Essential
- Accuracy and thoroughness. Essential
- Good interpersonal and communication skills. Essential
- A professional attitude to the working environment. Essential
- Willingness to undertake appropriate training, if required. Essential
- Ability to use initiative and work independently. Essential
- Good knowledge of IT to maintain computerised stock control system. Essential

