

# **Ysgol Bryn Alyn**

## **Job Description**

### **Post: Laboratory Technician**

1. To meet with the Head of Science Department on a weekly basis to prioritise tasks within the job description.
2. General maintenance of equipment, resources and AVA within the school laboratories.
3. Day to day responsibility for laboratory equipment.
4. Maintenance of stock lists of equipment in co-operation with the member of staff responsible for a particular laboratory.
5. Preparation of materials for the use of teachers during lessons.
6. Assistance to teachers in setting up and dismantling for practical sessions.
7. Transportation of equipment and resources to the specified teaching area.
8. Input to the department of Health and Safety information
9. Accompany Educational visits and field trips as required.
10. Repair items of equipment where possible.
11. Assist with the teaching of Information Technology within the Department.
12. The maintenance of a database of apparatus as part of the departmental resource management strategy.



## WREXHAM COUNTY BOROUGH COUNCIL

### JOB DESCRIPTION

**POST: CURRICULUM RESOURCE SUPPORT – LEVEL 3  
CONDITIONAL GRADE - SCALE 3**

**PURPOSE:**

Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

**DIMENSIONS**  
(as per school)

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#### MAIN DUTIES AND RESPONSIBILITIES

##### SUPPORT FOR PUPILS

- Use specialist skills/training/experience to support pupils
- Provide feedback to pupils in relation to progress and achievement

##### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Assist in the development of lessons/work plans, administration of coursework, work sheets etc.
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Promote and ensure the health and safety and good behaviour of pupils at all times
- Undertake marking of pupils work and specialist area and accurately record achievement/progress
- Administer and assess routine tests and invigilate exams/tests

##### SUPPORT FOR THE CURRICULUM

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required



**WREXHAM COUNTY BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**POST: CURRICULUM/RESOURCE SUPPORT – LEVEL 3**

**PURPOSE:**

Under the guidance of senior staff: Provide specialist support in a specific curricula/resource area, including preparation, and maintenance of resources and support to staff and pupils.

<b>ITEM</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	NVQ 3 or equivalent qualification or experience in relevant discipline Very good numeracy/literacy skills	
<b>Experience</b>	Experience in specific area in learning environment	
<b>Knowledge and Skills</b>	Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Relevant first aid knowledge	

Signature:-

Postholder.....

Date.....

Headteacher.....

Date .....