

Buxton School
Terling Close, Leytonstone, London E11 3NT

JOB DESCRIPTION

Post: Science Lab Technician

Scale: 4 (Term-time only contract / 36 hours a week)

Responsible to: Team Leader Technical Support Department

Purpose of Post: Responsible for preparation of lessons in allocated labs.

Main duties:

1. The construction and repair of equipment
2. Preparing chemical solutions
3. Collection of equipment and materials from storage and their organisation for class use
4. Preparation of equipment and materials for lessons both for demonstration and class use, checking materials and equipment before and after use by a class for quantity and damage
5. Care and maintenance of audio-visual equipment
6. Care and maintenance of ICT equipment (dataloggers and laptops)
7. Care of plants and animals kept in the science department
8. Maintenance of laboratories to ensure a clean, safe and orderly environment
9. Organisation of repairs or specific maintenance when necessary
10. Advising science teachers and trainees on safety matters or potential problems with equipment and adhering to the Department's Health & Safety Policy
11. Maintain up-to-date knowledge of COSHH procedures and CLEAPSS requirements

12. Maintenance of inventory of materials, equipment and associated stock taking duties
13. Placing orders and checking deliveries
14. Obtain resources by local purchase
15. Assisting staff and pupils with class practical work
16. Safe disposal of chemical and biological waste
17. Cleaning of glassware and other equipment
18. Carry out demonstrations for teachers and pupils
19. Trialling practical lessons
20. Deliver equipment and resources to classrooms
21. Mounting displays of materials, visual aids and pupil's work
22. Liaise with other Technical Staff, Science Teachers and other members of the School to ensure the smooth running of the Department
23. Liaise with other technicians in the borough
24. Attend Technician meetings as required by Line Manager
25. Keep up with developments in practical science
26. To deputise for the Senior Technician in their absence. To assist on other suitable duties under negotiation with the Head of Science