



BISHOP WORDSWORTH'S GRAMMAR SCHOOL

Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.

• Title of Post:	Science Lab Assistant
• Salary:	Bishop Wordsworth's School Support Staff Grade F19 - 22
• Hours:	25 hours /week; 39 weeks/year
• Postholder:	

The Postholder is immediately responsible to the Head Science Technician, under the overall direction of the Head of Faculty.

Purpose:

To provide practical and administrative support to the Science Technician team, contributing to the safe and effective operation of the Science Department. The role supports teaching and learning by assisting with routine preparation, cleaning, organisation and maintenance tasks under supervision. Full training is provided.

This job description outlines the main responsibilities of the post and is not exhaustive.

The School reserves the right to amend the job description in line with operational needs.

The following gives a broad outline of duties and responsibilities but is not meant to be exhaustive.

Principle Duties and Responsibilities:

Departmental Support:

- Assist in the day to day running of the Science Department.
- Support the preparation and clearing away of equipment and materials for practical lessons, following instructions provided by technicians or teaching staff.
- Wash, dry, store and organise laboratory apparatus and glassware.
- Keep laboratories, prep rooms, sinks, shelves and storage areas clean, tidy and orderly.
- Transport equipment safely between laboratories and storage areas.

Preparation Support:

- Assist with basic preparation tasks such as measuring materials or setting out equipment, strictly in accordance with instructions and established procedures.
- Support technicians with routine tasks during busy periods.

Health and Safety:

- Work in accordance with all school health and safety policies and procedures.
- Follow instructions relating to the safe handling and storage of equipment and materials.
- Ensure laboratories are left safe after use, including taps turned off, equipment cleared away and work surfaces left clean.
- Report any damaged, faulty or unsafe equipment immediately to the Senior or Lead Science Technician.
- Undertake routine safety checks as instructed.

Stock and Resources:

- Assist with stock checks and organisation of resources.
- Support annual stock taking activities.

- Help ensure textbooks and resources are catalogued, repaired where appropriate and recorded in line with department procedures.

Administrative and Faculty Support:

- Carry out basic administrative tasks including photocopying and filing.
- Assist with displays, exhibitions and Open Evening preparations for the Science Faculty.
- Care for plants within the Science Faculty.

Professional Conduct and Safeguarding:

- Promote and safeguard the welfare of children and young people in accordance with school policy and statutory guidance.
 - Work within all school policies, procedures and codes of conduct.
 - Set an example of professionalism, reliability and integrity.
 - Attend relevant training, meetings and development activities as required.
- General:
- The Postholder may be required to undertake other duties commensurate with the grade to support the effective running of the School.
 - This job description will be reviewed annually and may be amended following consultation in line with the School's Staffing and Pay Policy.

Professional Conduct

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives;
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role;
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions;
- Give notice of any absence in line with the BWS's Absence Management Policy;
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination;
- Work within any legislation to which the school is bound by law;
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students;
- Manage a sustainable work life balance and seek support if issues in this area arise;
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures;
- Participate in the School's system of Appraisals.

Extra-Curricular Activities

To contribute to the School's extra-curricular activities programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for pupils and the development of the school's ethos but also for the professional development of the colleague concerned.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review, and any changes shall be determined by consultation between the Postholder and the HR manager / Bursar for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date		Signed (Postholder)	
Date		Signed (Headteacher)	