

CHENEY SCHOOL - JOB DESCRIPTION

Job Title	Science Laboratory Technician	Department	Science
Reporting to	Lead Science Technician	Hours	(18 – 22)
Grade	5	Weeks	Term time + 1 day

Principal Responsibilities

- Assisting in ensuring a safe, effective and efficient laboratory technical service is provided for students and teaching staff within the department.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Ensuring that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.
- Contributing to the overall ethos, work and aims of the school.

1. Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- S/he shall assist her/his line manager in the promotion and observance of a healthy and safe working environment.
- S/he shall ensure that staff in the science department are aware of and comply with all health and safety requirements and other relevant regulations.
- S/he shall ensure that equipment is in good working order and that the laboratories preparation areas and storerooms are in a clean, safe and orderly condition.
- S/he shall prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
- S/he shall collect and care for insect and plant materials as necessary.
- S/he shall carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- S/he shall research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- S/he shall provide technical advice and support in the classroom, for example, with practical experiments and resources.
- S/he shall, under the direction of her/his line manager, dispose of laboratory waste safely (chemical and biological) and deal with spillages/breakages in accordance with regulations and procedures.
- S/he shall assist in putting in place provision for practical school and public examinations.
- S/he shall put up and maintain appropriate classroom and corridor displays within the science department.
- S/he shall provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- S/he shall assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

2. Administrative

- S/he shall ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and returns.
- S/he shall assist in completing equipment and stock inventories as required.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the headteacher and the governing board.

3. Other Duties and Responsibilities

- S/he shall attend school events as required.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall keep up-to-date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues