



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

LABORATORY TECHNICIAN

- Responsible to:** Head of Department
- Responsible for:** Maintenance of laboratory equipment and preparing for demonstration experiments
- Working Time:** Full time (term time only)

PURPOSE

Our common purpose is to improve the life chances of our students through raising standards of achievement. In contributing to this goal, the laboratory technician will prepare demonstration experiments to further students' understanding of the subject and help maintain the department's facilities to an excellent standard.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

- 1 Preparing the materials, stock and standard solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
- 2 Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- 3 Recovery of residues. Preparation of distilled/deionised water.
- 4 Sterilisation of apparatus.
- 5 Care of animals and plants kept for observation and experimental purposes, both in term and during vacations.
- 6 Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.
- 7 Reporting items for repair etc. to equipment and services.
- 8 Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- 9 Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.

- 10 Testing new experiments, and assisting in devising new practical work.
- 11 Safe disposal of biological and chemical residues and other waste material.
- 12 Inspection, maintenance, and correct use of safety equipment.
- 13 When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
- 14 Operating laboratory documentation systems (cataloguing, filing, worksheets, etc.)
- 15 Supporting the maintenance and upkeep of the Science Laboratories.
- 16 Familiarising him/herself with all relevant Health and Safety procedures and legislations.
- 17 Developing working practices in line with school policy and practice, to safeguard the Health and Safety of all staff and pupils in authorised school activities, both on the school premises and elsewhere, including the maintenance of legal chemical records (COSHH).
- 18 Participating in arrangements for further training and development.
- 19 Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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 manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge receipt of this job description

Signed: (Employee) Date: