



The Holy Trinity Church of England Secondary School

Science Laboratory Technician Job Description

Salary: West Sussex NJ Staff Grade 4

Hours: Part – time, 30 hours per week. Term time (including 5 inset days) plus a further 5 days during the holiday by negotiation.

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	Senior Science Technician
Responsible for:	<ol style="list-style-type: none">1. Working closely with technical and teaching colleagues: helping to provide the best possible education for students through science.2. Science lessons resources: providing equipment and materials for lessons and servicing practical lessons.3. Equipment, chemical supplies and livestock: maintaining equipment in good working order, keeping adequate supplies of stock and safe storage.4. Laboratories and preparation rooms: participating to maintain laboratories and preparation rooms as safe and effective working environments.5. Information and records: performing clerical and administrative tasks relating to all other key accountabilities.6. Health and safety: carrying out all tasks within health and safety guidelines.
General:	To provide technical support to the teaching staff in the science department as a member of a team. Looking after and providing science resources for lessons and caring for the laboratories and preparation rooms.

<p>Duties:</p>	<ol style="list-style-type: none"> 1. Meets with the senior technician on a daily basis for allocation of tasks. <ol style="list-style-type: none"> a. Becomes familiar with the science teaching timetable in designated laboratories and liaises with all teaching staff in the science department on issues including queries about requests for apparatus, clashes of requests for equipment, technical or health and safety advice. 2. Checks teachers' requests for equipment and prepares apparatus, materials and solutions, including data logging activities and setting up science computers. <ol style="list-style-type: none"> a. Delivers adequate supplies/sets of apparatus, books, worksheets, videos, other materials and solutions to laboratories. This can include setting up of apparatus for demonstrations as appropriate or for practical exams or assessments. b. Retrieves apparatus, books, worksheets, other materials and solutions after use and return to storage. This includes the filing of worksheets. c. Collects flora and fauna as necessary. d. Prepares solutions and equipment for practicals and assessment after appropriate training. Preparation and disposal of Science and practicals and assessments following CLEAPSS guidelines after appropriate training. e. Participates in the development of practical activities including constructing apparatus, trialling practical work and providing feedback. 3. Cleans glassware and other apparatus. <ol style="list-style-type: none"> a. Handles and disposes of hazardous chemicals and waste laboratory materials in accordance with level of technical expertise and following established guidelines. Keeps all hazardous substances secure, checks frequently and keeps records. b. Checks regularly that equipment is in good working order and performs general maintenance and repair of apparatus and equipment. c. Carries out routine care of plant and animal collections. d. Carries out stock checks of consumables, chemicals, apparatus, books and worksheets. Organisation, care for and storage of equipment, materials (including worksheets and books) and apparatus.
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	<ul style="list-style-type: none"> e. Maintains appropriate quantities of stock and bench solutions in accordance with guidelines. <p>4. Checks services in laboratories and preparation rooms for safe working order on a regular basis and reports any damage or deficiency to line manager.</p> <ul style="list-style-type: none"> a. Ensures that gas and electrical supplies are turned off in all laboratories at the end of the school day and that the eye wash tube is still in place. Maintains a supply of paper towels and lab cleaning kits in laboratories. b. Carries out regular safety checks in laboratories and on equipment as directed by the senior technician or Head of Science. (These include daily, weekly, monthly and annual checks as appropriate). c. Keeps work surfaces and sinks clear and ensures that they are free of items or substances hazardous to health. d. Ensures all storage is well organised and that items are readily accessible. Labels all stock clearly. <p>5. Technicians may also be asked to assist in the purchasing of equipment or materials from local shops on occasions, as appropriate.</p> <ul style="list-style-type: none"> a. Maintains an up-to-date inventory of resources. Files information, instruction and service records relating to science resources. b. Keeps logs, records, health and safety guidelines, catalogues and request slips in designated area. <p>6. Works within the safety guidelines of the department, school, LEA and statutory requirements.</p> <ul style="list-style-type: none"> a. Keeps fully up-to-date with current safety and security methods in relation to the technician service to the science department, in accordance with school, county and national guidelines. <p>7. Is responsible for matters concerning relevant A-level lessons and equipment in accordance with CLEAPSS and health and safety rules. →Appendix 1 highlights the additional responsibilities for a chemistry, biology and physics technician</p>
Generic Duties	In addition to these duties technicians may be asked to undertake other reasonable duties, (e.g. emergency photocopying).

CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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 in a reflection of the changing needs and circumstances as the school develops and grows.</p>

Appendix 1

Chemistry	Prepares solutions and equipment for chemistry A-level practicals and assessments after appropriate training.
	In charge of chemical storage and liaises with chemical disposal in order to arrange collection of hazardous chemicals (see health and safety policy).
	Ensures that items required for chemistry practicals/assessments are ordered via the senior science technician in plenty of time.
Biology	Prepares solutions and equipment for A-level practicals and assessments after appropriate training. Preparation and disposal of biology and microbiological practicals and A-level assessments following CLEAPSS guidelines after appropriate training.
	Carries out routine care of plant and animal collections.
Physics	Prepares solutions and equipment for physics A-level practicals and disposes of these after use following CLEAPSS guidelines. Each set of equipment must be tested before a practical examination.
	Carries out routine checks of physics equipment eg. Electrical trolleys.
	Ensures that items required for physics practicals/assessments are ordered via the senior science technician in plenty of time.
	Issues and collects radioactive sources and keeps a record of when they are used. Ensures that new members of staff have read local radiation regulations and signed to say that they have done so.
	Liaises with radiation protection advisor with regards to annual leakage checks.

Person Specification	Laboratory Technician	Evidence
Willing to submit to a DBS Check for enhanced clearance (legal requirement)	E	Application/ DBS check
Evidence of Right to Work in UK (legal requirement)	E	Application and Paperwork at interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Educated to at least Level 2 (GCSE A*-C or equivalent) in English and Maths	E	Certificates
Educated to at least Level 3 (A Level A*-C or equivalent) in Science or relevant laboratory technician experience	E	Certificates; Application and Interview
Evidence of further qualification / Successfully completed training in relevant science subject	D	Application/ Certificates
Experience of working in an secondary education setting	D	Application/ interview
Excellent interpersonal and communication skills, both written and spoken	E	Application/ interview
Competent ICT skills to support learning and ability to use basic office software	E	Application
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview
Able to work individually and as part of a team	E	Interview/ practical activity
Able to take initiative	E	Application/ interview
Resilient with the ability to keep calm and focussed in pressurised situations	E	Application/ interview
Diplomatic, discerning and able to deal with confidential information	E	Application/ interview
Evidence of safety awareness in a laboratory environment e.g. COSHH; CLEAPSS or similar	E	Application/ interview
Willing to uphold the school's ethos and core values	E	Application/ interview
Willingness to undertake appropriate further professional development	E	Interview
Willingness to participate in wider school activities including Science Club	D	Interview