

## **SENIOR LABORATORY TECHNICIAN JD**

Post: Senior Science Technician

Accountable to: Head of Science

Responsible for: Science Technician/s

Grade/Range: Scale 6, points 18-20

Salary: FTE: SO1 23 (range 23-25)

Working Pattern: Full Time, Term Time (39 WEEKS)

Location: Queens Park Community School

Disclosure level: Enhanced

### **Main Purpose**

To coordinate and supervise the work of lab technicians to ensure the department is organised efficiently.

To ensure a safe and effective laboratory technical service is provided for the use of students and staff.

To promote a healthy and safe working environment.

To provide technical advice and assistance in the classroom to support students and assist teaching staff with learning activities.

The Senior Laboratory Technician reports directly to the

- Act as a line manager to the science technicians, conducting induction training, appraisals, and reviews in accordance with the Employment Rights Act 1996.
- Prepare classroom equipment, ensuring solutions, reagents, and materials are prepared to the correct standard of concentration for lessons and examinations, following the Health and Safety at Work Act 1974.
- Collect insect and plant materials as required and maintain plants and animals within the department, adhering to the Wildlife and Countryside Act 1981.
- Test and monitor previously untried experiments within the department, while ensuring compliance with the Education (Health Standards) (England) Regulations 2003.
- Be responsible for the cleaning and maintenance of glassware, dirty equipment, and sinks within the department, observing

the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

- Ensure safe disposal of laboratory waste (chemical and biological) and handle spillages/breakages following COSHH regulations.
- Conduct weekly safety checks of the operation of RCDs and the condition of sinks, sockets, and gas taps, in line with the Electricity at Work Regulations 1989.
- Ensure equipment is in good working order and maintain cleanliness, safety, and orderliness in preparation rooms and storerooms, complying with the Provision and Use of Work Equipment Regulations 1998.
- Carrying out health and safety risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- Lock the preparation store and chemical store at the end of each school day, as stipulated by the Education (School Premises) Regulations 1999.
- Check equipment supplies, orders, and invoices of any supplies ordered by technicians, following the guidelines of the Public Contracts Regulations 2015.
- Order stationery, textbooks, and other classroom equipment for the next academic year during the summer term, adhering to the School Admissions Code 2021.
- At all times adhering to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

### ***Conditions of Employment***

The above responsibilities are subject to the general duties and responsibilities outlined in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and promote the school's ethos and its objectives, policies, and procedures as agreed by the governing body.

To uphold the school's policy regarding child protection matters.

The postholder shall adhere to all relevant statutory and institutional requirements.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Queens Park Community School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.