



Gulf British Academy

Science Lab Technician

Job Description (v. 2021/22)

Position:	Science Lab Technician
Hours:	Full time
Salary:	Local Market Rate
Reporting to:	Head of Science, Senior Leadership Team (SLT)

You are employed at Gulf British Academy in the capacity stated above and your conditions of service are controlled by the latest version of this job description and your employment contract.

Job purpose

To provide direct technical support and advice in order to meet the practical teaching and learning needs of the science curriculum. You will coordinate the use and maintenance of practical resources and facilities and carry out risk assessments as appropriate to ensure all lab/science teaching activities are within school policies and best practice.

Duties and responsibilities

- Store, dispose and handle laboratory apparatus, chemicals, substances and specimens safely subject to [CLEAPPS](#) and [COSHH](#) guidelines.
- Timely and accurate preparation/set-up, clearing away, and cleaning of equipment for practical science classes or demonstrations.
- Manage stock control during the school year and for the next academic year, liaising with the Head of Science.
- Liaise with site/facilities manager to maintain/repair/calibrate lab equipment and fittings to ensure quality and safety (keeping logs).
- Liaise with teaching staff to develop science practical ideas and share advice.
- Demonstrate the safe and effective use of specialist equipment and materials (i.e. before tests/exams).

- Maintain lab documentation (worksheets, hazard data, risk assessments).
- Ensure the health and safety and good behaviour of pupils at all times.
- Raise whole-school awareness of the health and safety aspects in science.
- Ensure the labs are secure when not in use.

Support for the school

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings, as required.
- Assist as required with the supervision of pupils out of lesson times e.g. extracurricular STEM activities, educational visits and trips.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.

Performance management

- Participate in training and other learning activities and performance management, as required
- Ensure that technical knowledge is kept up-to-date.
- Self-evaluate and identify areas for self-improvement.
- Seek performance feedback from teachers and other colleagues.

During the course of your employment, you may be asked to carry out other tasks reasonably assigned to you.

The SLT will review this job description annually and it may, after consultation with the post holder, be changed according to the needs of the school. It will form the basis of review meetings and sets out the main expectations in relation to the post holder's professional responsibilities and duties.

Printed name of post holder:

Signature of post holder:

Dated:

Approved by School Director:

Dated: