**Whickham School and Sports College**



**JOB DESCRIPTION**

**POST: Laboratory Assistant with lunchtime supervisory duties**

**Hours: 20 per week 12.25pm – 4.30pm Monday – Thursday and 12.25 – 4.05pm on Fridays), term time plus 5 days**

**£8.55 per hour**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Purpose of the post and main scope of responsibility:**

To work under the instruction/guidance of the Senior laboratory technician. The primary focus of this role will be to ensure that equipment is cleaned, stored correctly and readily available for use in practical science lessons and that labs are kept tidy and ready for use by classroom teachers.

To assist teaching staff with monitoring students during lunchtime and to ensure the well-being and safety of students, in line with the academy’s policies and procedures.

**Responsible to**: Senior Laboratory Technician

**Hours of Work:** 20 hours per week. From 12.25 – 1.10pm you will be on lunchtime duty and from 1.10pm you will be in the Science faculty.

**MAIN DUTIES**

Under the supervision of the senior technician:

 - To assist in assembling trays of equipment for practical lessons.

 - Collecting, checking and returning equipment to stores.

 - General lab/prep room cleaning of work surfaces and sinks.

 - Production and upkeep of laminated teaching resources.

 - Cleaning and restocking glassware

As a lunchtime supervisor:

* Offering care and support throughout lunchtime
* Working as a team member under the direction of the Premises Manager
* Assisting other academy staff with the responsibility of a group of pupils or an area
* Being responsible for the well-being and social interaction of the pupils during lunchtime
* Promoting good order and high standards of behaviour by supervising queuing pupils
* Demonstrating flexibility in relation to covering different areas within the school
* Organising activities/ assisting in the supervision of other activities during lunchtime including setting out and storing of relevant equipment.
* Wiping down tables, clearing dining area and ensuring canteen space is kept neat and tidy.
* Reporting any accidents and incidents that occur during lunchtime to senior staff in line with academy policies and procedures.
* Being watchful of any potentially hazardous situations e.g slippery floors etc. and reporting concerns to the Catering Manager

**STAFF DEVELOPMENT**

* To continue the process of professional development through general work within the school and undertaking relevant in-service training.
* To undertake any training relevant to the role performed
* To undertake in house training so as to be able to substitute for colleagues as and when required

**GENERAL**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….