

POSITION DETAILS:	
Position Title:	Science Lab Technician
Reports to:	Head of School
Division	Academic support
School	RAKA Hamra
Contract Type	Academic Support
Leave Type	Academic

JOB PURPOSE
To provide efficient and effective technical support to the Science Department, ensuring that all laboratory resources, equipment, and materials are prepared and maintained to support the teaching and learning of Science across Key Stages 3, 4, and 5. The postholder will contribute to the safe and smooth running of all practical activities in Biology, Chemistry, and Physics lessons.

RESPONSIBILITIES:
Core Responsibilities:
<p><u>Practical Lesson Support</u></p> <ul style="list-style-type: none"> • Prepare, set up, and clear away equipment, materials, and solutions for practical science lessons and demonstrations. • Support teachers during lessons, assisting with demonstrations and practical work as needed. • Trial and test new experiments and practical activities to ensure suitability and safety. • Provide technical advice and assistance to teaching staff and students on the use of laboratory equipment.
<p><u>Health, Safety & Compliance</u></p> <ul style="list-style-type: none"> • Prepare, set up, and clear away equipment, materials, and solutions for practical science lessons and demonstrations. • Support teachers during lessons, assisting with demonstrations and practical work as needed. • Trial and test new experiments and practical activities to ensure suitability and safety. • Provide technical advice and assistance to teaching staff and students on the use of laboratory equipment.
<p><u>Equipment & Resource Management</u></p> <ul style="list-style-type: none"> • Prepare, set up, and clear away equipment, materials, and solutions for practical science lessons and demonstrations. • Support teachers during lessons, assisting with demonstrations and practical work as needed. • Trial and test new experiments and practical activities to ensure suitability and safety. • Provide technical advice and assistance to teaching staff and students on the use of laboratory equipment.



Administrative & Departmental Support

- Assist in preparing teaching resources, displays, and revision materials.
- Support departmental projects, open evenings, and extracurricular science activities.
- Keep accurate records of experiments, risk assessments, and equipment use.
- Liaise with suppliers and external contractors when required.

Student Support

- Support students in developing practical skills and understanding laboratory procedures.
- Promote a culture of curiosity, safety, and respect within the lab environment.
- Occasionally supervise small groups during practical activities under teacher guidance

Safeguarding

- The post holder is committed to safeguarding and promoting the welfare of children, young people, and adults, raising concerns as appropriate.
- Adhere to data protection policies and processes.
- Maintain confidentiality as required.

System and Information

- Share information appropriately – in writing, by telephone, electronically and in person.
- Maintaining appropriate records and providing relevant, accurate and up to date information for SIMS.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to data protection, information security and confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Senior Leadership Team
- Heads of Department
- Progress Leaders
- Staffing Coordinator
- Teachers

External:

- Parents
- Wider community

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications:

- Secondary School Certificate

Experience

- 2-years' experience of working with children



Family of Schools

Other requirements

- Sound understanding of Health & Safety procedures, including Control of Substances Hazardous to Health.
- An ability to communicate effectively in English Language, both orally and in writing
- Experience of working in a laboratory or technical environment.

VERSION CONTROL:

Prepared by	HRD	Date:
Updated by	HRD	Date