

The Bemrose School

Laboratory Technician – Scale 3

Job Description

Responsible to: Senior Laboratory Technician and Head of Science

Weekly hours: 37

Weeks p.a.: 40

Lunch break: A flexible lunch break between 20 minutes and 1 hour negotiated with line Manager

The Bemrose School is fully committed to safeguarding and promoting the welfare of its pupils. All members of staff will be vetted according to established procedures. All members of staff will familiarise themselves with the school's child protection and safeguarding guidance and procedures and act accordingly.

Key Generic Purpose

To support the work of staff and pupils in laboratories and classrooms as necessary. To be responsible for the preparation and maintenance of resources under the guidance and supervision of the Senior Science Technician and Teaching staff whilst ensuring that all Health and Safety regulations are adhered to. Previous experience and familiarity with the handling of chemicals and scientific equipment with a good understanding of laboratory safety would be essential and a science background or qualifications would be desirable.

Job Description

1. Leadership and management:
 - a. Organising the technical support to the science area
 - b. Liaising with senior management and other areas
 - c. Assisting in Placing orders, checking deliveries and invoices
 - d. Assisting in keeping accurate financial records
 - e. Ensuring the safety file check is completed on a weekly basis
 - f. Providing technical support to experienced and trainee teachers including health and safety guidance
 - g. Facilitating the delivery of taster days, summer school, outreach work and open nights by preparing equipment for staff to use.
2. Core activities:
 - a. Assisting the teaching staff in their delivery of the science curriculum
 - b. Making up solutions
 - c. Assisting in the maintaining and recording of the inventory and stock control systems and ordering and processing new stock as directed by the Senior Lab Technician

- d. Maintaining and taking care of laboratory equipment and apparatus.
 - e. Assembling apparatus; constructing and modifying apparatus
 - f. Delivering and assembling equipment to rooms
 - g. Collecting, checking and returning equipment to stores (daily).
 - h. Carrying out and/or arranging for maintenance and repair of resources
 - i. Identifying faults on equipment and apparatus and repairing where possible to minimise disruption to science experiments
 - j. General laboratory cleaning (bench surfaces and fixed equipment) – this will be daily as a minimum but may be on a lesson by lesson basis
 - k. Cleaning laboratory sinks (daily); emptying / supervising the emptying of sink traps (annually)
 - l. Organising and being responsible for the safe storage of chemicals, radio-active materials and apparatus applying COSHH/CLEAPPs regulations as appropriate and ensuring staff are appraised of procedures
 - m. Obtaining materials by local purchase (weekly)
 - n. Safe disposal of waste materials
 - o. Caring for plants and/or animals
 - p. Trialling practical activities and assisting in practical classes as required
 - q. Carrying out risk assessments for technician activities
 - r. Providing technical support to pupils including health and safety guidance
 - s. Carrying out demonstrations
 - t. Keeping up to date with developments in practical science and with health and safety requirements
 - u. Carrying out health and safety checks on laboratories, prep rooms and stores
 - v. Carrying out safety checks which may include electrical equipment, fume cupboards, first aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate
 - w. Completing the safety check file on a weekly basis
 - x. Ensuring all laboratories are left in a safe state at the end of the day with gas supply and water supply off
 - y. Following all school policies
3. Any other reasonable request
- a. Supporting any other reasonable request made by the Headteacher and/or Head of Science
 - b. To participate in the school's performance review process
 - c. To work in a professional manner and to maintain confidentiality at all times