

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Science Laboratory Technician</b>
<b>Responsible To:</b>	<b>Head of Curriculum – STEM</b>
<b>Department:</b>	<b>Science Department</b>
<b>Salary Grade:</b>	<b>Grade C</b>

### JOB ROLE

To work closely with another part time science technician and Head of Curriculum to provide technical support to the science teachers contributing to students' learning experience by assisting with the preparation of materials and apparatus for practical work. The Science department offers A Level (all disciplines), BTEC Level 3 and GCSE Combined courses and the T Level course in Science: Health Pathway. .

### KEY DUTIES MAY INCLUDE

No	Description of Duties
1	Preparation of materials and equipment for lessons (including assemble, prepare, issue, clear away, clean) as required for practical science classes or demonstrations
2	Provide guidance as necessary to teachers on matters including solutions, cultures and models as required by examination specification
3	Issuing of chemicals, materials and equipment in accordance with agreed safety guidelines e.g COSHH requirements
4	Setting up and testing demonstration and class experiments to ensure that they work satisfactorily
5	Ensuring safe storage and disposal of chemicals and microbial cultures
6	General housekeeping and maintenance of laboratories and technician base
7	Carrying out minor repairs, cleaning and maintenance of apparatus, including microscopes, to ensure they are in good working order within own capabilities and report other damages / needs
8	Assisting with exhibitions and demonstrations for open days, parents' evenings etc
9	Construction of simple apparatus as required

<b>10</b>	Maintaining stock inventories and dealing with stock control, including initiating orders for replacement of consumables as required and with reference to departmental budgets
<b>11</b>	Monitor condition of lab coats and all safety equipment regularly used by students and arrange for cleaning / replacement as necessary and with reference to departmental budgets
<b>12</b>	Safety testing – carry out safety tests on apparatus following standard procedures e.g electrical safety testing
<b>13</b>	Carrying out Health & Safety checks following CLEAPSS recommendations
<b>14</b>	Assist science teachers with scheduling of experiments / room swaps to maximise efficiency of laboratory utilisation and to ensure all necessary practical's can be accommodated
<b>15</b>	Attend department team meetings
<b>16</b>	Any other duties which are commensurate and reasonable with the grade and responsibility of the post, as may be assigned by the Head of Curriculum, Deputy Principal or Principal from time to time

### **Standard Clauses - all Job Descriptions**

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

**PERSON**

## SPECIFICATION

**Job Title: Science Laboratory Technician**

**Candidates will be assessed for shortlist and interviewed against the following criteria.**

<b>Shortlisting Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>1. Qualifications</b>			
1.1	GCSE Science (or equivalent) and Maths and English GCSE	<b>X</b>	
1.2	A Level / HNC or equivalent in a science		<b>X</b>
1.3	Professional development in relation to post		<b>X</b>
<b>2. Experience</b>			
2.1	Relevant experience or specialist knowledge in relation to the job description	<b>X</b>	
2.2	Experience of working in a school/college/HE lab environment		<b>X</b>
<b>3. Skills/Abilities</b>			
3.1	Ability to work quickly and accurately and follow instructions (often under time pressure)	<b>X</b>	
3.2	Competent ICT Skills	<b>X</b>	
3.3	Ability to use own initiative, multi-task, and prioritise workload to meet challenging deadlines	<b>X</b>	
3.4	Excellent communication skills and an effective team member - ability to work independently and to play a role within a close-knit team	<b>X</b>	
3.5	Ability to remain open to change and show a powerful commitment to continuous improvement and raising standards	<b>X</b>	
3.6	Ability to identify own training and development needs and co-operate with the means to address these	<b>X</b>	
3.7	Ability to /maintain / repair faulty equipment		<b>X</b>
<b>4 Special Requirements</b>			
4.1	An interest in education and working alongside 16 – 19 age group	<b>X</b>	
4.2	Knowledge of relevant policies/codes of practice in relation to Health and Safety in the role e.g COSHH / CLEAPSS	<b>X</b>	
4.3	First aid trained (or a willingness to attend course)	<b>X</b>	