

Job Description & Person Specification

JOB TITLE	Science Lab Technician
RESPONSIBLE TO	Head of Science
SUPERVISES	N/A
GRADE	Grade 4 £17,810.48 - £18,108.33 (32.5 hours per week, 39 weeks per year)

Main purpose

We are looking to appoint a Science Technician to provide technical support to enable the effective teaching and learning of science.

Duties and responsibilities

- Check and provide in the appropriate laboratories, science apparatus, equipment, materials and chemical solutions to ensure their availability in support of laboratory teaching activities, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level projects and examination work.
- Maintain laboratories, preparation rooms and chemical stores (including security and accident/hazard spotting) to ensure all Health and Safety Regulations are met.
- Identify faults on equipment and apparatus and repair where possible (including annual testing of portable electrical appliances) to minimise disruption to science experiments.
- Demonstrate and provide hands-on practical pupil instruction in correct usage and application of laboratory and science apparatus, equipment, materials and solutions and work with pupils on project work in a supporting role
- Receive, maintain a security system and distribute all science external examination papers to ensure strict confidentiality is kept whilst these are stored both before and after examinations take place.
- Assemble stock apparatus, carry out simple glass manipulations or construct new models from basic materials necessary to enable pupils to carry out practical science experiments in the laboratory.
- Maintain stock control systems and order replacement goods to ensure that all necessary stock is readily available. Carry out price checks and ordering, as well as keeping records for the science department. Assisting Head of Science by keeping record of spending and budget
- Store correctly, and monitor the condition of labels on chemical products and electrical apparatus taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff
- Clean and reclaim all re-usable science apparatus after use to enable it to be used again in science experiments and minimise cost replacements

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it • Evidence of further training work related or other
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Current practice / knowledge of Health and Safety regulations and procedures for working in a laboratory setting and working with hazardous chemicals • Experience of working within a science laboratory environment • Has experience of or can demonstrate importance of using safe working practices.

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CRITERIA	QUALITIES
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Effective use of ICT and the ability to use a variety of software efficiently • Understands the importance of following policy and procedure • Can demonstrate excellent organisational skills and the ability to forward plan • Ability to work on own initiative and deliver high quality service whilst under pressure • Ability to communicate effectively and confidently both verbally and in writing • Ability to identify own training and development needs and co-operate with means to address these • Ability to use relevant equipment/ resources • Appreciation and knowledge of schools / education environment • Ability to think quickly, assess situations and react calmly
Personal qualities	<ul style="list-style-type: none"> • A conscientious and flexible approach to work • Ability to relate well to children and adults • Good sense of humour • Organised, enthusiastic and self-motivated • Understands the importance of confidentiality