



JOB DESCRIPTION: SENIOR LABORATORY TECHNICIAN

RESPONSIBLE TO: Head of Science

RESPONSIBLE FOR: Laboratory Technicians

JOB PURPOSE: To supervise a team of technicians and ensure the provision of a complete laboratory technical resource to the school and Science Department.

Main Duties and Responsibilities

- To co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science department and curriculum, including liaising with teaching staff and support staff outside of the department as required.
 - Preparation of resources, and assembling apparatus as necessary
 - Obtaining materials from suppliers
 - Organising the issue of exercise books and textbooks for the Science department.
 - Giving technical advice to teachers, technicians and students
 - Carrying out risk assessments for technician activities and experiments.
- Implementation and dissemination of all appropriate health and safety legislation and guidance with respect to science education, including C.O.S.H.H.
- To ensure the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
 - Keeping up to date with current procedures and practices through continuing professional development
 - The provision of technical advice and support on health and safety issues to teaching and trainee teaching staff
 - The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
 - The safe storage and accessibility of equipment and materials.





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- To ensure the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels.
 - Checking stock
 - Keeping stock records
 - Maintaining resources
 - To place orders as necessary, according to the school purchasing policy.
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repair of equipment is carried out to the required standard. These tasks apply to both the preparation laboratory and the teaching laboratories.
 - Checking and returning equipment to storage
 - General laboratory cleaning of bench surfaces and fixed equipment
 - Cleaning and repair of equipment.
 - Maintaining a computerised inventory of equipment, apparatus and chemicals
- To assist with the recording of formal assessment data on behalf of the teaching staff.
- To contribute to the science department's preparation and presentation at open evening events
 - Preparing resources, equipment and experiments for open evenings.
- To attend science department meetings and act as a liaison between teaching staff and technicians.

- To be responsible for induction, supervision, training and safety of all technicians.
- To oversee the work of all Science Technicians and to ensure they are meeting health and safety standards at all times.
- To report health and safety concerns and potential hazards in a timely manner.
- To attend training relevant to the post held as the need or opportunity arises.
- To make use of available administrative and technical support to ensure an effective use of available time.
- To provide feedback to the relevant line manager where necessary and as required.
- To carry out all the duties in a safe manner and in line with current school policies and procedures.





Person Specification

E/D Essential/ Desirable

Excellent interpersonal and communication skills and an ability to work collaboratively with staff and students.	E
Able to communicate clearly, concisely and logically both verbally and writing.	E
Able to demonstrate experience with a team.	E
Evidence of the ability to manage and direct others in their work.	E
Able to demonstrate an effective leadership and an inclusive management system.	E
A 'Can- do' approach to the role	E
Ability to work independently	E
Able to be flexible and with excellent interpersonal skills.	E
Excellent organisation and time management skills	E
Experience of working in an educational environment	E
A commitment to and evidence of achieving high standards.	E
The ability to build productive relationships with colleagues and students	E
Enthusiasm, hard work, integrity, flexibility and resilience	E
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education.	E
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E
Motivation to work with children and young people	E
Emotional resilience in working with young people	E
Any relevant level 3 qualification at least grade C or above in both English and Maths. Chemistry Specialism.	E
Experience of basic Microsoft Office and Google Suite would be desirable.	D





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