



Bishop's Hatfield Girls' School

Job Description

Job Title:	Science Laboratory Technician
Date reviewed:	May 2021
Salary Grade:	H4
Time employed:	Negotiable according to role as stated in contract, normally term-time + two weeks to include INSET days (total 40 weeks pa), up to 37 hours per week
Responsible to:	Senior Science Technician

Purpose of the job:

- To work as a member of the Science team providing a technician service to the Science faculty and, through the provision of this learning support service, to ensure the best possible learning experience for pupils.
- To ensure that teaching staff and pupils are effectively supported by the provision of the practical component of the science curriculum.

Principal Responsibilities

To ensure that all practical, assessment and examination requirements of the Science Faculty are met punctually and satisfy health and safety requirements. This will include:

- Preparing apparatus, materials and solutions (both hazardous and non-hazardous) and setting up/checking/issuing equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away chemicals, apparatus, etc.
- Co-operating with teaching staff in the development of apparatus and equipment for practical activities. Designing, constructing and modifying apparatus.
- Disposal of hazardous and non-hazardous waste laboratory materials, including chemical, animal and microbiological waste, in accordance with health and safety requirements.
- Maintaining apparatus in good order and carrying out minor repairs where appropriate
- Following all safety procedures established within the Science Faculty.

Maintenance of facilities and resources

- To be responsible for the maintenance of laboratory services and facilities, reporting faults to and liaising with the TLL for Science and/or Site Staff as appropriate.
- To carry out/arrange for the maintenance, safety checks and repair of apparatus and equipment, keeping appropriate records.
- To organise and store equipment, materials and apparatus safely and securely, in accordance with statutory requirements.
- To set up and maintain specialist resources, including plant and animal collections.

Organising and managing practical resources

- To work cooperatively with other Science technical staff to establish an effective technician service for the faculty, including setting up and operating systems for the organisation and administration of the service.
- To coordinate the use of resources and facilities.
- To ensure that stock levels of basic laboratory consumables, chemicals and reagents are maintained to an appropriate level; keeping records of stock and carrying out stock checks.

- To place and follow-up orders in accordance with faculty policy, checking delivery and advising on discrepancies.
- To liaise with the school's Finance Office regarding orders, deliveries and invoices, keeping financial records.
- To make local purchases for the faculty and keep petty cash records.
- To support the Science team in the preparation of displays and information boards.

Development

- To support teaching staff regarding the technical requirements of the curriculum.
- To take part in the development of the faculty's practical resources, including trialling, suggesting possible alternatives and providing costings.

Technical advice and assistance

- To provide technical advice and assistance to teaching staff and pupils regarding the availability, application and operation of equipment assisting in practical activities as appropriate.

Organisation and management

- To collaborate with other Science technical staff to meet the academic and professional development needs of both the faculty and the individual.
- In conjunction with the TLL for Science, to establish the projected budgetary requirements for the forthcoming financial year and monitor expenditure from the current yearly allowance.

Safety and security

- To maintain satisfactory standards of safety and security within the technician service, in accordance with faculty guidelines, school policy and relevant legislation.
- To contribute to the development of the faculty's Health & Safety policy.

Communication

- To represent the technician team at staff meetings.
- To liaise with other faculties in the school in matters relating to the technician service and with technicians in other schools in matters of common interest.
- To liaise with other support teams including IT and Site to ensure Science requirements are met.
- To communicate with outside agencies and establishments, including suppliers, contractors and other appropriate educational departments.

Other duties

- To comply with other appropriate duties as requested by the TLL for Science. This may involve work in any area of the faculty and in any part of the school.
- The post requires continuous lifting throughout the day and occasionally moving heavy equipment.
- The working environment will include working with a range of chemicals, including hazardous substances which need to be managed safely.

Knowledge and Experience

Science A levels or higher qualification	Essential
Experience of working in a laboratory	Essential
Basic knowledge of First Aid	Desirable
Numeracy and literacy qualifications appropriate to a technical science position	Essential

Knowledge of Health and Safety legislation and good practice especially with regard to science equipment and chemicals	Essential
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Skills and abilities

Organisational skills as well as the ability to prioritise planning of own work schedules in response to immediate and long-term needs of the faculty	Essential
Able to work as a member of a team	Essential
Ability to be methodical, resourceful, and to respond rapidly to unforeseen demands	Essential
Ability to work under pressure and deliver to deadlines	Essential
Initiative and a “can do” attitude	Essential
Ability to manage stock including calculations of quantities and costings	Essential
Willingness to undertake training where appropriate	Essential
Ability to plan for and respond positively to change	Essential
Excellent communication skills	Essential
IT skills including SIMS, email, Google Suite/Microsoft Office, use of online helpdesk and production of reports	Essential

Additional information

The jobholder is required to contribute to and support the overall aims and the ethos of the school.

All staff are responsible for the safeguarding of pupils and for compliance with the school’s code of conduct. All staff are required to participate in training and other learning activities and in performance appraisal, as required by the school’s policies and practices.

Employees are expected to uphold school values, be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role covers 5 days per week during term time. A further 10 days pa will be required to cover INSET/training days, school events such as open evenings and the review and organisation of equipment and stock during school holidays. On occasions additional hours may be required (for instance to cover for staff absence) for which the job holder will be given time off in lieu.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school’s pre-employment checks.

This job description is current at the date shown and may change if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.