Job Description

Designation: **Senior Lab Technician**

Department: **Science**

Responsible to: **Head of Department**

JOB PURPOSE:
To Lead in the support of effective teaching & learning and therefore progress of pupils by managing the laboratories, ensuring correct equipment, tools, chemicals and materials are stocked, stored correctly and well-maintained. The Senior Laboratory technician will promote high standards of health and safety practice within the Science Department and school, providing guidance, maintaining compliance and demonstrating up-to-date knowledge of the safe use of laboratories to staff and students.
To be responsible for liaising with all areas of the school and outside organisations.

PRINCIPAL RESPONSIBILITIES/DUTIES: Lab technician

- Maintaining the laboratories ensuring that the correct equipment, tools, chemicals and materials are stocked and stored correctly.
- Conducting safety checks on equipment and services as required.
- Ensuring the cleaning and general maintenance of each laboratory and teaching area.
- Maintaining equipment ensuring that all apparatus, tools and equipment are fit-for-purpose: repairing or replacing equipment in a timely manner to ensure teaching and learning is not impeded.
- Keeping stock records (and any other such records as required by the school), ensuring the appropriate stock levels are maintained through the maintenance of an up-to-date inventory including any protective equipment for staff and students.
- Making local purchases for the department and seeking cost-effective solutions to requisition needs; keeping appropriate receipts for reimbursement.
- Preparing apparatus, materials and solutions for use in practical activities both within lessons and for extracurricular activities, (e.g. clubs, activities, open days, presentation evenings).
- Providing CLEAPSS Hazard cards with any materials/chemicals ordered for use in the classroom; highlighting to staff any serious risks and support with risk assessments for teaching.
- Assisting teachers in emergencies involving health and safety and liaising with the school nurse if necessary.
- Where necessary or needed carrying out practical demonstrations for members of teaching staff or supporting whole-class practical work as directed by the class teacher. When able to or requested by the teacher, to work with students who have difficulties undertaking particular tasks and to adjust or modify apparatus for those students with SEND
- Advising and guiding teaching staff on practical activities that could be carried out and researching alternative methods: being proactive in offering advice for improving student practical experiences.

- Retrieving and clearing away practical lessons; disposing of waste laboratory materials including chemicals in accordance with established guidelines and Health and Safety requirements.
- Setting up and ensuring maintenance of visual and aural teaching aids and assisting with arrangement for IT used within the science curriculum.
- Routinely caring for the plant collections.
- Collecting and preparing exam papers and exam materials and the issue and retrieval of student textbooks (including monitoring numbers).
- Supporting in the distribution and collection of teacher cover work.
- Providing further clerical and administrative support, e.g. photocopying, typing, filing.
- Attend whole school, department meetings and training as required: taking an active role in own professional development including the sourcing of and identification of training needs.
- To keep up-to-date with all areas of health & safety relating to your role.

ADDITIONAL RESPONSIBILITIES/DUTIES: Senior Lab technician

- Implementing procedures to effectively support teaching & learning
- Ensure the care and maintenance of services, drainage systems, working surfaces, etc. by regularly checking and reporting any repairs required to the appropriate person.
- To liaise with appropriate bodies ensuring that routine safety checks on laboratory equipment e.g. fume cupboards, and that electrical and other safety checks are undertaken.
- To liaise with appropriate bodies in regards to any chemicals/equipment that requires specialist disposal.
- Ensure that up to date stock records are kept, placing orders through the school system and checking deliveries. Make recommendations in the purchasing of specific items of equipment, contacting external companies for advice, researching costs & to query orders/deliveries.
- Supporting staff – maintaining the professional development of the technician/s, seeking new courses and training as required, and carrying out effective induction of new staff in terms of safety (e.g. new TAs, staff (gas keys etc.) and technicians)
- Monitor performance of lab technician/s implement & review intervention/support programmes as necessary. Carry out performance management.
- Supporting teaching staff – delivering training on most recent up-to-date safety and chemical storage etc.
- Supporting staff especially those teaching outsides of their specialism by showing them outside of the classroom how to best use equipment. Advise in regards to practicals carried out. This may require demos being set up out of teaching time.
- To advise departmental cleaning staff and others of potential hazards and of safe working practices within the Science Department.
- To attend relevant Science Department/whole school meetings.
- Creating and communicating contingency plans for emergencies including accurate chemical registers, location of services cut-offs etc. (e.g. a file to hand over to the fire brigade!)
- Looking at long-term projects and equipment procurements that will support department development.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified.

Employees will be expected to comply with any reasonable request from the Head of Department to undertake work of a similar level that is not specified in this job description.