



Barton Court Grammar School

Job Description

SCIENCE LABORATORY TECHNICIAN

- Grade:** KR5 (KR6 depending on experience)
- Employed for:** 37 hours term time only + one Staff Development Day
- Hours:** 08:00 – 16.00 Mon – Thurs, 8.00 – 3.30 – Friday, including a 30 min. unpaid lunch break
- Professional Relationships:**
- Responsible To:** Lead Teacher of Physics or Chemistry
- Responsible For:** Physics/Chemistry up to and including A Level; supporting Physics/Chemistry and general science as required
- Purpose:** To support the work of the science department in order that science teaching and learning is enhanced.

ACCOUNTABILITY	EXAMPLES OF INDICATIVE TASKS
<u>Providing Resources</u> To provide equipment and materials as required by staff in order to assist them in the delivery of their lessons	Prompt arrival of apparatus as requested by staff using the agreed request system.
<u>Removal of used Apparatus</u> To clear away and clean up all apparatus after use so that teaching spaces and prep rooms are clean, tidy and safe	Prompt removal of used equipment in a safe, unobtrusive manner as workload permits. Organise the distribution of resources to prep rooms and laboratories.
<u>Technical Aid</u> To aid in delivery with technical assistance of equipment or of relevant	Demonstrations of practical equipment to staff or to students.

experiences so that students' learning is enhanced	
<p style="text-align: center;"><u>Health and Safety</u></p> <p>Ensure that Health and Safety issues relating to science are followed so that they can ensure students work in as safe an environment as possible.</p>	<p>Develop relevant Health and Safety procedures.</p> <p>Follow advice from CLEAPPS and LA for legal requirements.</p> <p>Ensure staff are made aware of potentially hazardous materials or apparatus, including those associated with the procedures and use of radioactive materials.</p>
<p style="text-align: center;"><u>Preparatory Room</u></p> <p>Maintain the prep. rooms in an organised and orderly manner so that apparatus and equipment can be sourced easily and safely</p>	<p>Careful storage of equipment and materials and safe disposal of dangerous chemicals.</p>
<p style="text-align: center;"><u>Ordering of resources</u></p> <p>To maintain good stock control so that materials and equipment are available for use and in good condition</p> <p>Inform the Lead Teacher of Physics or Chemistry of breakages, low supplies and ideas for new resources to set up orders for materials and equipment</p> <p>To purchase and prepare both exercise and text books for class use and to monitor their return.</p>	<p>Responsible for ordering materials and equipment. Computerisation of stock records and monitoring of budgets.</p> <p>Check glassware and apparatus for safe condition. Advise when resources are running low (e.g. stationery).</p>
<p style="text-align: center;"><u>Support</u></p> <p>Provide any other technical or administrative support that the Lead Teachers of Physics, Biology or Chemistry or may reasonably request in order that teaching and learning can be enhanced.</p>	<p>Assist with regular upkeep of the radioactive source documentation and stock list together with the RPS and RPA.</p>

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher or Executive Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: Date: