



JOB DESCRIPTION

Science Laboratory and Resource Support Technician

Salary and Hours

Salary: **Grade 3 (£17,681 to £18,870 full-time)**
Actual Salary is: £14,848 to £16,118 per annum

Hours: **37 hours per week**
Term time only

Role Description

Responsible to: Curriculum Team Leader and Senior Laboratory Technician

All Support Staff are managed overall by the School Business Director

Purpose:

- To provide laboratory technician and administrative support, including in class support to the Curriculum Team Leader, the Science Department and the Senior Laboratory Technician.

Technician Duties:

- Preparing the materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Assisting in the storage and disposal of equipment, materials, chemicals, radioactive samples and biological matter safely in accordance with regulations.
- Care of animals and plants kept for observation and experimental purposes.
- Cleaning of apparatus (e.g. glassware) used by teaching staff, and but pupils if it is difficult or dangerous.
- Reporting items for repair etc. to equipment and services.
- Maintaining apparatus and equipment in good working order and carrying out repairs within the capabilities or the technician.
- Construction and/or modification of laboratory apparatus, including preparation/presentation of specimens.
- Testing new experiments and assisting and devising new practical work.
- Giving advice to teaching and technician colleagues when appropriate.
- Inspection, maintenance and correct use of safety equipment.
- Operating an efficient system for stocking, storing, transporting and distributing all items used in the Science Department.
- Being responsible to the Head of Science for the maintenance and upkeep of Science Laboratories, and advising on any improvements which can be made in this respect.
- Maintaining a good stock of necessary materials for the construction of scientific apparatus.
- Preparation and maintenance of teaching resource materials, paper, electronic etc. for teachers within the department.

Administrative Duties:

- Entering data onto departmental records.
- Making petty cash purchases.
- Operating laboratory documentation systems (cataloguing, filing, worksheets etc.)
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Keeping label records (alcohols, poisons, flammables etc.)

Additional duties:

- To play a full part in the life of the Minster Teaching School and its Alliance, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Head Teacher.

Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 - The school will endeavor 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.
 - This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Staff Member

Date: _____

Signed: _____ Head Teacher

Date: _____