



DE LA SALLE SCHOOL
JOB DESCRIPTION
Senior Science Laboratory Technician

POST:	Senior Science Laboratory Technician
SALARY GRADE/SCALE:	SCP 7 – 11
CONDITIONS:	37 hours per week, term time (plus 5 days)
RESPONSIBLE TO:	Head of Department

Purpose of the Post:

The senior laboratory (science) technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- The line management of any junior technicians including their induction, training and performance management.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and Responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

General Duties:

Weekly

- Check teacher requirement sheets. Resolve clashes and prepare equipment, resources as required.
- Inform teachers of any problems as soon as possible and comment on the safety and organisation aspects of their requirements where relevant.

Daily

- Prepare and deliver materials, set up and assist with the distribution during the lesson if required. Photocopy and file work sheets as necessary.
- Remove materials and clean, checking the condition before storage. Record any losses or damage and report as appropriate.
- At the end of the day, carry out safety checks in the laboratories.
- Check that all IT equipment is away correctly, charged and ready for next day.

Half-Termly

- Check and maintain the condition of general laboratory equipment, particularly Bunsen burners, microscopes, safety screen, and goggles.
 - Advise the Curriculum Leader on stock replacement needs, including stationery, text books, consumables and chemicals.
 - Maintain the stock list and prepare requisition forms for replenishing stock
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Specific responsibilities:

- Co-ordinate school activities with the other science technician, including assistance at evening events and training of new and temporary staff as appropriate.
- Promote your professional development.
- Responsible for all requirements of science rooms and the associated preparation rooms, including displays as needed.
- Responsible for the safe and secure storage of stock in all laboratories disposing of equipment in agreement with the Curriculum Leader.
- Responsible for all record keeping using the computer if required.
- In consultation with the Curriculum Leader, deal with the ordering of goods.
- Advise the Curriculum Leader on improving the science environment.
- Stamp/back books with the school name as appropriate.
- Photocopying
- Report repairs as required to site staff.
- Ensure health and safety information is available for equipment and lessons.
- Ensure budgets are spent appropriately in consultation with the Curriculum Leader
- Radiation protection supervisor (See Routine Guidance for Radiation Protection Supervisor Section 2.3.2).
- Training of new/supply teachers on aspects of using equipment including radioactive sources.
- Preparation and checking of all ISA investigations, including testing experiments to get standard results for Years 10 and 11.
- First Aid training to be provided.

Personal Development:

- Keep up to date with relevant developments and requirements
- Commitment to CPD including ICT skills

This Job Description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Principal.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Postholder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

CRITERIA	E= Essential D = Desirable	Identified by
Experience - Previous experience of working in a school laboratory environment - Previous experience of working with chemicals	D E	Application Form References
Qualifications - Good standard of Education - Health and Safety Qualification - First Aid Qualification	E D D	Application Form Certificates
Knowledge & Skills - Have a knowledge of chemicals and how they are stored - Be able to prepare equipment and resources - Be well organised - Have a knowledge of health and safety/first aid	E E D D	Interview Interview/Teaching Observation Interview/Teaching Observation
Other Circumstances An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview