



School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Governors’ offer of employment is dependent upon satisfactory references, a DCSF List 99 Check, a satisfactory CRB disclosure and verification of medical fitness.

Title:	Laboratory Technician (Science)
Reports to:	The Senior Technician and Head of Science for all day to day tasks, and to the School Business Manager
Responsible for:	The provision of a full learning experience and support for students
Working time:	32.5 hours per week, 39 weeks (term time and 5 days) at Salary Scale 2/3, (£15,039 - £16,830 pro rata)

Purpose

To assist the Senior Technician to provide all the equipment needed for lessons in the Science Department and to keep the laboratories clean and safe.

Main (core) duties

- To provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff
- Preparation of all apparatus for practical lessons for the Science department
- Ensure that equipment is kept clean. To clear and tidy workplaces and preparation areas after lessons
- Assist with checking and compiling stock lists for chemicals, apparatus and resources

The day to day tasks include the following:

- (a) Preparation of practical classwork in liaison with Senior Technician and staff regarding day to day requirements; collecting materials, specimens, videos etc. for classes; setting up audiovisual equipment; maintaining stock solutions and distilled water etc. photocopying (work-

sheets, assessment and examination papers etc.), putting up word walls or posters; preparing and / or moving equipment by trolley; setting up apparatus; filing and organisation of resources

- (b) Clearing away and cleaning apparatus after practicals and disposing of harmful waste in accordance with Health and Safety policy
- (c) Assisting with stock-taking and ordering
- (d) Assist with maintaining equipment including minor repairs; monitoring the condition of furniture
- (e) Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and students; alerting appropriate staff to any concerns
- (f) Any reasonable additional tasks that the Head of Department may from time to time request