

Job Description: Science Laboratory Technician

Responsible to:	Science Faculty Lead
Job Type:	Permanent
Grade:	6
Hours per week:	32
Working weeks:	38 + 5 INSET DAYS
Location	¹ St John's CE Academy

Summary

Under the instruction and guidance of senior staff, provide general and subject specific support in the Science Department so that the highest quality teaching, learning and working takes place and that the Academy's aims and objectives, as set out in the Academy Development and Improvement Plans, are achieved.

Principal responsibilities:

- The preparation of apparatus, chemicals and resources for Science lessons.
- The removal and cleaning of equipment including laboratory surfaces and sinks after lessons.
- Maintaining supplies of teaching materials such as worksheets, textbooks and stationery.
- Maintenance of equipment.
- Safety checks.
- Keeping up to date with Health and Safety requirements (CLEAPSS).
- Stock control of equipment and chemicals.
- Opening and shutting down laboratories at the start and close of teaching sessions.
- Administrative tasks such as photocopying, collating exam papers, preparing the resources for cover lessons, maintaining records and text book lists.

Additional responsibilities:

- Preparation of chemicals and equipment to the specialist requirements of A Level.
- Providing subject specific support including Health and Safety guidance.
- Under the direction of the Subject Leader, give guidance on the handling and preparation of subject specific materials e.g. chemical or biological.
- Advising on the checking and storage of hazardous substances e.g. chemical or biological.

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General Duties:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
Level 2 Science qualification	E
Knowledge of Science equivalent to Level 2	E
General ICT skills i.e. basic word processing and use of email	E
Organised, good communicator, flexible, uses own initiative	E
Level 3 Science qualification	D
Specialist subject knowledge relevant to area of specialism	D
Experience of working within Science laboratories	D
Enthusiasm for Science and education of young people	D
Required to attend COSHH, First aid	E

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