



## JOB DESCRIPTION

**JOB TITLE:** Science Laboratory Technician – KS4/5 Chemistry

<b>Purpose:</b>	To support the work of the Science teaching staff in the safe and appropriately resourced delivery of the Science curriculum and to support the wider Science team in meeting the Science team curriculum objectives.
<b>Reporting to:</b>	Senior Laboratory Technician / Head of Department
<b>Responsible for:</b>	-
<b>Liaising with:</b>	Senior Laboratory Technician Science Staff SLT Students
<b>Working Time:</b>	37 hours a week Term time only + 5 days holiday work Equivalent to 38 weeks
<b>Salary/Grade:</b>	Scale 4 Point 6-8
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.
<b>Date</b>	June 2023



<b>MAIN (CORE) DUTIES</b>	
<p><b>The specific duties and responsibilities pertaining to the Science Laboratory Technician – KS4/5 Chemistry are to be read in conjunction with the School’s Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</b></p>	
<b>Support for Staff</b>	<ul style="list-style-type: none"> <li>• To provide a technician service to the Science Department with particular responsibility for contributing Chemistry related skills and knowledge.</li> <li>• To prepare apparatus, worksheets, materials and ICT, checking and issuing equipment for use.</li> <li>• To set up demonstrations.</li> <li>• To retrieve, maintain or clean apparatus after use.</li> <li>• To carry out general maintenance, including cleaning of apparatus and equipment.</li> <li>• To undertake basic maintenance and checking of laboratory services and facilities.</li> <li>• To report faults to the Senior Technician.</li> <li>• To construct, modify and trial apparatus in co-operation with the teaching staff when developing new schemes of work.</li> <li>• To participate in the organisation and safe storage of equipment and apparatus.</li> <li>• To make local purchases as and when needed.</li> <li>• To participate in the cleaning and maintenance of goggles and visors.</li> <li>• To participate in the mending of textbooks.</li> <li>• To attend a daily meeting with other technicians.</li> <li>• To liaise with other departments, establishments and agencies, as appropriate.</li> <li>• To ensure, together with the teaching staff, that the Chemistry Department operates within the Health &amp; Safety guidelines, reporting any problems to the teaching staff and the Senior Technician.</li> <li>• To have responsibility for A Level practical assessments.</li> <li>• To have responsibility for the disposal of hazardous organic waste in accordance with Health &amp; Safety guidelines and to report to the Senior Technician when this has been done.</li> </ul>
<b>Support for Students</b>	<ul style="list-style-type: none"> <li>• To promptly and safely provide teaching and learning resources for Science to classrooms.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To maintain the stock levels within the Chemistry department, notifying the Senior Technician of any shortages.</li> <li>• To carry out stock taking of books and administrative tasks as instructed by the Senior Technician.</li> <li>• To participate with the Senior Technician in an annual stock take.</li> <li>• To act as Senior Technician in their absence.</li> </ul>
<b>Other related duties</b>	<ul style="list-style-type: none"> <li>• To develop and trial experimental activities for use at A Level and in other schemes of work.</li> </ul>



<b>Essential Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• At least 2 years' current experience.</li> <li>• GCSE in English language and maths.</li> <li>• Computer literate.</li> <li>• A Level (equivalent) in Chemistry.</li> </ul>
<b>Essential personal attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative and with resilience.</li> <li>• Self motivating with the ability to multi-task</li> <li>• Good interpersonal skills, and the ability to enthuse and motivate others.</li> <li>• Good interpersonal skills and ability to work with people at all levels.</li> <li>• Flexible and adaptable</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with young people, both individually and in a group setting.</li> <li>• Able to develop and maintain close links and work effectively with staff both within and beyond the school</li> <li>• Able to gather information and produce reports</li> <li>• Confident basic user of ICT. Must be numerate and well organised.</li> <li>• Good planning and organisational skills and a flexible approach to the management of work.</li> <li>• Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>• Ability to prioritise own workload</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To undergo training in-house and externally, as appropriate.</li> </ul>
<b>EMPLOYEE RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.</li> <li>• To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.</li> <li>• To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.</li> <li>• To support the school in meeting its legal requirements for worship.</li> </ul>	



- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- 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.
- The school will endeavour 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.

### HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

### SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### VERIFICATION

I agree that this job description conveys an accurate description of this job.

**Agreed :** \_\_\_\_\_ (Postholder)                      **Date:** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Line Manager)                      **Date :** \_\_\_\_\_

**Agreed :** \_\_\_\_\_ (Assistant Head, Resources)                      **Date :** \_\_\_\_\_