



Rushcliffe School

An Academy Specialising in Science

“Everyone will be given the chance to shine brightly”

Job Description and Person Specification

Post:	Laboratory Technician
Responsible to:	Senior Laboratory Technician
Grade:	NJE Grade 3 (14-18) £17,681 - £18,870 pro rata Actual salary £7,167.97 - £7,650
Hours:	15 hours per week all year round

Please note that there is an expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people.

Job Purpose

To undertake duties which enhance the learning experience of pupils and support of the work of the teaching staff in the science department. This includes the preparation of materials and equipment for science lessons and maintaining science laboratories and preparation rooms and their equipment in good order.

Duties and responsibilities

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative and accountability.

- Preparing the materials, stock and standard solutions, specimens, and apparatus required for demonstrations and for practical work. Replenishing reagent bottles as necessary.
- Setting up and testing demonstration experiments and ensuring that they will work satisfactorily.
- Recovery of residues. Preparation of distilled/deionised water.
- Sterilisation of apparatus.
- Care of animals and plants kept for observation and experimental purposes.
- Cleaning of apparatus (e.g. glassware) used by teaching staff, and by pupils if it is difficult or dangerous.
- Reporting items for repair, etc. to Senior Technician.



- Maintaining apparatus and equipment in good working order, and carrying out repairs within the capabilities of the technician.
- Construction and/or modification of laboratory apparatus, including preparation/ presentation of specimens.
- Testing new experiments, and assisting and devising new practical work.
- Assisting in the construction and preparation of the audio visual aids, and maintaining the A.V.A. equipment used within the science department.
- Safe disposal of biological and chemical residues, and other waste materials.
- When trained, first aid treatment of minor laboratory injuries, and the maintenance of first aid equipment in the laboratory area.
- Operating an efficient system for stocking, storing, transporting and distributing all items used in the Science Department.
- Operating laboratory documentation systems (cataloguing, filing, worksheets, etc).
- Making petty cash purchases.
- Being responsible to the Senior Laboratory Technician for the maintenance and upkeep of Science Laboratories, and advising on any improvements which can be made in this respect.
- Operating and administering stock control and ordering procedures, preparation of requisitions, obtaining quotations, checking deliveries, co-ordinating common stock between sections.
- Maintaining a good stock of necessary materials for the construction of scientific apparatus.
- Keeping legal records (alcohols, poisons, flammables, etc.)
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification		
There is an expectation that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS Check.		
	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • A level in a science subject • Willingness to undertake further training • Willingness to undertake on-going training • Willingness to gain first aid certificate 	<ul style="list-style-type: none"> • First Aid Certificate • Physics qualification
Experience	<ul style="list-style-type: none"> • Experience of practical competence and organisational ability. • Competent using the internet, word processing and databases 	<ul style="list-style-type: none"> • Experience of working in a school laboratory or similar establishment
Skills and Abilities	<ul style="list-style-type: none"> • Good verbal and written communication skills appropriate to the need to communicate effectively • Good practical common-sense and organisational ability • Ability to test and set up practical demonstrations • Ability to construct, maintain and repair apparatus • Ability to build and form good relationships with colleagues and to interact appropriately with students • Good ICT skills • Ability to work constructively as part of a team, understanding department priorities • Able to work with initiative and independently • Ability to effectively operate a range of equipment and ICT resources • Good standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information 	<ul style="list-style-type: none"> • Knowledge of Radiation protection procedures • Knowledge of policies, procedures, codes of practice
Personal Qualities	<ul style="list-style-type: none"> • A professional appearance and attitude • Able to follow direction from Line Manager • Ability to show initiative and work under pressure • Able to work flexibly to support others and respond to unplanned situations • Able to appropriately deal with confidential information • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD 	

	<ul style="list-style-type: none">• Commitment to the highest standards of child protection• Recognition of the importance of personal responsibility for Health & Safety Commitment to the school's ethos, aims and its whole community• Understanding and commitment Equal Opportunities policies and acceptance of responsibility for practical application	
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