

## Role Profile: Laboratory Technician

### Purpose

The aim of this role is to help manage the department's equipment and technology in as effective a manner as possible, maintaining an orderly working environment and preparing all materials for practicals.

### Key Accountabilities

#### 1. Managing and organising

- To organize and control the stock materials, including storing of chemicals and equipment and stocktaking of apparatus and chemicals.
- To help control and plan the development of resources in the curriculum area.
- To provide records, information, reports as required by school policy and procedures.
- To comply with and enforce safety protocols in the school laboratories, storage facilities and prep-rooms, including disposal of waste material and undertaking and managing risk assessments/health and safety issues.

#### 2. Preparation of Materials for practicals

- To trial and develop experiments.
- To make solutions and clean materials.
- To assemble apparatus.
- To prepare bacteriological plates, slopes and cultures.
- To deliver materials to labs, assist with demonstrations and clean of equipment.

#### 3. Other responsibilities

- To participate in the school's staff development programme.
- To continue personal development in relevant areas.
- To engage actively with the school's performance management programme.
- To carry out daily procedures in line with school policy.
- To help with extra-curricular activities as required.
- To work as a member of a team, positively contributing to effective working relations within the school.
- To attend department meetings as required.

### Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<p>Strong organisational skills.</p> <p>Ability to work in a team.</p> <p>Ability to manage change sensitively and effectively.</p> <p>An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures.</p>	
<b>Qualifications</b>	<p>Relevant professional training (Laboratory) or University undergraduate or graduate degree in Science (Pharmacy, Chemistry, Biology).</p>	
<b>Experience</b>		<p>Previous experience in schools and laboratory context desirable.</p>
<b>Other</b>	<p>B2 English Level or equivalent and computer literate (Microsoft Office and online platform applications).</p>	

## Key Stakeholders:

**Internal –**

**External –**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....