**Role Profile: Science Laboratory Technician**

**Purpose**

To work as part of a team in helping the school reach its aims and objectives by providing timely and effective assistance to all staff in the Science Department. Ensuring that curriculum needs are met.

**Key Accountabilities**

**General Responsibilities**

* To manage, as required by the Science teachers and Senior Science Technician, the storage and maintenance of science equipment and resources in the science prep room and in the science laboratories.
* To provide effective preparation of materials for lessons, through regular liaison with teaching staff.
* To assist pupils in practical lessons and carry out demonstrations as necessary and as directed.
* Preparing equipment and materials for specific science lessons to ensure that there is sufficient apparatus / materials for all pupils and that it is accessible.
* To trial experiments prior to classes as requested by staff.
* Ensuring correct storage and disposal of all chemicals and waste materials, including broken glass and biological material.
* Ensure equipment is kept in a clean and safe condition.
* Routinely maintaining, cleaning and testing equipment.
* To clear and tidy workplaces and preparation areas after lessons and at the end of day.
* Photocopying for teaching staff as requested and as time allows.
* Assisting with displays within the laboratories.
* Supporting the work of the extra-curricular science clubs
* To take a lead role in the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
* To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
  1. leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;
  2. monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school’s policy;
  3. Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.

**Standards and Quality Assurance**

* Support the stated aims and ethos of the school.
* Set a good example in terms of dress, punctuality and attendance.
* Undertake professional duties that may be reasonably assigned by the Headmaster. This may include supporting the school supervision of pupils and groups on school excursions and visits under the direction of the member of staff in charge of that activity; and helping at school events as required, such as science based stay and play sessions and demonstrations.
* Be proactive in supporting individual teachers in discharging their duties in relation to matters relating to Safeguarding and Health and Safety.

**Other Duties and Responsibilities**

* **To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities.**
* **To carry out the duties of the post in ways which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of proprietors, staff, parents, learners and members of the general public.**
* **Adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school**
* **To be responsible and accountable for carrying out the post with regard to the school’s Equal Opportunity Policy and Health and Safety at Work Act.**
* **To attend staff meetings, where appropriate and relevant, and other activities held outside normal school** **hours but not beyond total working week.**
* **To understand the school’s policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.**

**Health and Safety**

* **To ensure that practice is, in all respects consistent with the requirements of Quinton House School’s Health and Safety Policy as well as with any subject specific health and safety guidelines.**
* **To maintain an up to date CLEAPS folder.**
* **Carry out risk assessments for science technician roles 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**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * At least 5 A\*-C GCSEs including Maths, English and Science or equivalent | * NVQ2 in Laboratory and associated Technical Activities (LATA) or NVQ2 for Laboratory Technicians in Education of Level 2 Certificate in Laboratory Technical Skills or equivalent |
| **Skills** | * Ability to carry out risk assessments in relation to laboratory work * Ability to prepare equipment and materials for lessons, as requested by the teaching staff * Ability to work in an organised and methodical manner * Ability to identify work priorities and manage own workload within agreed parameters * Ability to maintain accurate work records and inventories * Ability to work effectively as part of a team and be flexible in responding to staff’s requirements. | * Ability to carry out PAT testing and ongoing maintenance of equipment |
| **Experience** | * Meeting deadlines and working within a fast paced team environment. | * Experience in a similar technician role * Working effectively in an education environment |
| **Other** | * Commitment to high standards, best value and continuous improvement * A ‘can-do’ approach and positive attitude to innovation and change * Attention to detail * Team player and ability to work on own * Enthusiasm * Initiative and self-motivation * Flexibility, creativity and ability to think laterally * Ability to be reflective and self-critical | * First aid training and experience |

**Key Stakeholders:**

**Internal – Headmaster, SLT, Site Manager, Staff**

**External – Pupils, Parents**