

Role Title: Laboratory Assistant/Science Technician

Grade: 4 (spinal column 14-16)
Salary: Actual £15155 inclusive of Crawley Fringe Allowance
Accountable to: Head of Science
Hours: 37 hours per week, term time only

Purpose of the role

To work with teachers as part of a professional team, providing support for the learning of students aged 11-18 by organising technical assistance through the preparation and maintenance of teaching areas and equipment for science related lessons. The post requires a highly organised person to assist in the laboratory, and meet the technician demands of the curriculum. The role can at times be physically demanding.

Key Accountabilities

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:

- Set up (and recover) resources/materials/equipment for lessons and experiments. Construction of simple apparatus will be expected.
- Support structured and practical activities for groups or on a one to one basis, assisting in the classroom where requested
- Ensure sufficient supplies of materials, equipment and perishable items are available to enable delivery of lessons, informing the senior technician of any stock requirements
- Keep preparation rooms, fume cupboards and laboratories in a safe and tidy condition. Clean and undertake maintenance of equipment as needed and as directed to ensure that it is in good working order
- Safely and securely store equipment and materials to prevent unauthorised access/misuse
- Assist others in the safe use of apparatus

- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards in accordance with agreed safety guidelines, e.g. COSHH requirements.
- Perform duties in line with health and safety regulations and take action where hazards are identified, reporting any serious hazards to line manager
- Undertake record keeping as directed
- Assist in ensuring the safe conduct of students in the department
- Undertake administrative duties as required
- Apply the schools safeguarding policies and all times
- Undertake other duties commensurate with the grade of the post as may be reasonably required

Laboratory Assistant/Science Technician

Person Specification

Level of Knowledge

- Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2 (GCSE level)
- Knowledge of relevant Health and Safety policies relating to potentially dangerous materials or hazardous materials/substances
- Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge of staff and students

Qualifications and Professional Membership

- Working at or towards appropriate national occupational standards to national qualifications level 2 (GCSE level) in laboratory and associated technical activities
- Level 2 or equivalent experience in Maths and English.
- Evidence of personal and professional development through work related

experience

Experience

- Experience of working in a technical/practical area e.g. laboratory or science prep room
- Experience of preparing materials and equipment for staff and students and assisting in the delivery of practical activities
- Previous support work within a school or other transferable child-related experience

Skills

Key Skill 1

- Good communication and interpersonal skills in order to provide clear and concise technical information and support for students' learning

Key Skill 2

- Ability to resolve problems in relation to resources/materials and equipment and practical learning activities

Key Skill 3

- Demonstrate ability to take responsibility for selecting, ordering and maintaining materials and equipment under direction, and maintaining and updating records

Key Skill 4

- Demonstrate ability to use own initiative to put forward suggestions and make decisions when requested

Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours