



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Science Laboratory Technician
37 hours per week

RELATIONSHIPS:	Responsible to Lead Science Technician
REMUNERATION:	Salary HBC 3
HBC Ref:	G820

JOB PURPOSE

To work under the direction of the Senior Science Technician to provide comprehensive support to staff of the Science Faculty in ensuring that the appropriate equipment and resources are available in the appropriate format to facilitate and maximise teaching time and curriculum delivery.

KEY DUTIES AND RESPONSIBILITIES

Support for the Pupil

- Establish good working relationships with pupils acting as a positive role model.

Support for the Teacher

- Provide administrative support directly connected to the role of the technician
- Preparation and use of specialist equipment, resources and materials as required and under the direction/supervision of the Senior Science Technician.
- Maintain records as requested
- Promote the Health and Safety of pupils at all times.

Support for the Curriculum

- Provide and construct apparatus/classroom equipment for practical and demonstration work.
- Dismantle, remove, clean and store equipment in order that it is readily available for further use.
- Assist with the design and testing of experiments as required.
- Prepare for use all standard solutions including microbiology resources/media.
- Assist colleagues and cover for absences.
- Repair and maintenance of equipment as required/directed by Senior Laboratory Technician
- Visit suppliers to purchase consumables

Support for Health and Safety

- Contribute to all safety checks including equipment, resources and environment.
- To clear away materials in a safe manner
To deal with spillages / emergencies during practical activities
- To remove scientific debris or hazardous materials / spills from sinks, benchtops and other areas to provide a safe environment for cleaning staff and others.
- To alert the Lead Technician to any Health and Safety matters

Support for the School

- Be aware of and comply with Policies relating to Child Protection, Health, Safety Security and Confidentiality reporting all concerns to Senior Staff.
- Support the role of other colleagues.
- Attend and participate in relevant meetings such as open evenings and events linked with the school as required.
- Participate in training and other learning activities and performance management.
- To undertake first aid training and once trained to administer basic first aid as appropriate.
- To undertake personal development through training and other learning activities as required.

- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

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.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:	Stuart Evans
Job Title:	Director of Finance and Resources
Date:	28/02/22
Date for Review:	