
**Job
Description**

**Windsor High School and
Sixth Form**



**Science Laboratory
Technician**

Scale 4.

Permanent, full time, term time only

Key areas of Responsibility:

- Assist with the maintenance of a safe, secure working environment
- Supporting Teaching and Learning within the Science curriculum
- Organising and preparing practical resources and maintaining facilities and equipment
- Keeping accurate records required by execution of the above duties

Main Duties:

Health and Safety and Security

- Assist with carrying out appropriate risk assessments
- Advise teaching staff on appropriate risk management strategies
- Be aware of and advise others of the need to comply with COSHH regulations
- Provide the appropriate Haz cards when delivering materials
- Ensure all chemical solutions are labelled appropriately
- Assist with the safe handling of spillage/breakages
- Disposal of waste laboratory materials including chemical/microbiological waste in accordance with guidelines/health and safety requirements

Support for Teaching and Learning

- Constructing and modifying apparatus. Co-operating with teaching staff in the development of apparatus and equipment or use in practical activities
- Participating in the development of practical activities including apparatus, trialling practical work and providing feedback
- Technical advice and assistance to teachers and students, assisting in practical activities where appropriate

Preparing and Maintaining Facilities and Equipment

- Delivery of apparatus, equipment and materials to laboratories retrieving after use and returning to store and disposing of non-hazardous waste as directed
- Preparing apparatus, materials and solutions and setting up, checking/issuing equipment and apparatus for use in practical activities. Setting up, and on occasions carrying out demonstrations. Retrieving and routine care of equipment and apparatus
- General laboratory tidiness, cleaning and routine care of equipment and apparatus including glassware
- Routing care of plants and animals

- General maintenance (and cleaning) of apparatus and equipment and basic maintenance checking of general laboratory services and facilities. Reporting fault to Senior Technician
- Participating in the organisation and storage of equipment, apparatus and materials
- Assisting in the maintenance of stock levels and carrying out stock checks, notifying the Senior Technician of shortages
- Obtaining materials from within the schools and carrying out purchases in local shops to meet Faculty needs

Administration

- Completing the requisition sheets/diary/return slips as necessary to keep adequate Faculty records
- Photocopying, when necessary, to provide teaching staff with schemes of work/teaching materials
- Completing records for legally required documentation eg alcohol
- Provide clerical/administrative support
- Administer routine tests and invigilate exams

General

- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection. Report all concerns to the appropriate person
- Contribute to the overall ethos and aims of the school
- Participate in training and Performance Management as required
- Carry out work in accordance with current legislation
- Undertake any other duties that are commensurate with your grade at the direction of your line manager or Headteacher
- Have due regard and take responsibility for your own safety and that of colleagues, students and visitors in accordance with legislation and the School Health and Safety policy
- Administer immediate basic first aid

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS.

To whom responsible	Senior Lab Technician
Staff for whom responsible	
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.