

## JOB DESCRIPTION: Lab Technician

<p><b>PURPOSE:</b></p> <p><b>RESPONSIBLE TO: Head of Science</b></p> <p><b>WORKING TIME: Full Time</b></p>	<p>To play a major role under the auspices of the Trustees and under the overall direction of the Principal in:</p>
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### Summary of Responsibilities

#### Job Purpose

The Lab Technician is responsible for: providing direct technical support to the teaching and learning of science-based subjects; carrying out risk assessments as appropriate, and ensuring all lab/science-based teaching activities are carried out in accordance with extant school policies and/or best practice.

#### MAIN DUTIES

- Provide technician support for the Science Faculty.
- Prepare apparatus, materials and solutions as directed by the head of the Science Faculty.
- Set up, check and issue, equipment and apparatus for use in practical lessons.
- Construct and modify apparatus as required by the faculty.
- Retrieve and clear away apparatus.
- Assist with the development of apparatus and equipment for use in practical activities.
- Disposal of waste laboratory materials including materials including chemicals, micro biological waste, animal waste in accordance with Health and Safety requirements.
- Carry out and arrange for the maintenance and repair of apparatus and equipment.
- Maintain required records and logs of all maintenance and servicing of equipment & facilities.
- Check deliveries & reorder essential items as necessary.
- Assist with the establishment and maintenance of Science Department resources.
- Liaison with technicians in other schools.
- Other appropriate technical duties as requested by the Head of Science.
- Disseminate and implement all appropriate H & S legislation and guidance with respect to science education.
- Ensure the labs are secure when not in use.
- Ensure statutory safety regulations and safe practice is complied with, relating to teacher/technician skills qualifications, and student involvement in the labs, classrooms and workshops.
- Take care of animals and specimens for observational and experimental purposes.
- Liaise with teaching staff to develop new practical ideas and advise on schemes of work.

- Develop new systems in the laboratories and prep rooms to improve the technical support service.
- Carry out in-house repairs, calibration and maintenance and source contractors for external repairs.
- Maintain a thorough stock control and order system.
- Manage the inventory and account for losses.
- Ensure an up to date chemical database exists.
- Maintain lab documentation systems including organisation of work sheets, filing, hazard data, legal records and risk assessments.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Help organise lessons if the teacher(s) are absent

**General**

- Any other duty commensurate with the grade as requested by the Head of Science.

**Other Specific Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job.

**Person Specification – Lab Technician**

**A. Qualifications and Experience**

- Higher degree in education-related field
- Evidence of appropriate in-service training

**B. Knowledge, Understanding, Skills and Abilities**

- A clear and proven commitment to the Jewish ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the Secondary School
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Ability to demonstrate a commitment to Every Child Matters, safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT.

**C. Personal Qualities**

- A team player respected by others
- Vision for continuous school improvement and development
- Commitment to the School's unique Jewish ethos
- An effective, flexible and enthusiastic leader, always prepared to put students' needs first
- An understanding of the skills needed to lead in a climate of constant change
- Confident in sensitively but assertively addressing under-performance

- An ability to listen and effectively communicate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships with all stakeholder groups including at senior levels in business and government.
- Ability to promote controversial issues and policies to an eloquent and informed audience.
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the Jewish education of the Secondary School.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the Secondary School and the wider community; a 'can do' positive approach