



## Science Laboratory Technician Job description

Beechwood is a co-educational, independent, day, weekly and boarding school with 400 pupils on roll. Beechwood is located in Royal Tunbridge Wells, Kent and was founded in 1915.

### Personal Specification and Qualities

The successful candidate will:

- have excellent interpersonal and communication skills
- share the vision of the Science Department, School and the Head
- be flexible, reliable, and well organised
- be passionate about Science education
- be a team player contributing to the work of the Science Department and the School
- have personal integrity and the drive to do what is best for the pupils
- have good ICT skills
- have a high degree of professionalism and a sense of humour

**Job Purpose:** To undertake, duties in support of the work of the teaching staff in the Science Department.

### MAIN DUTIES AND RESPONSIBILITIES

- a.) The preparation of materials and equipment for science lessons.
- b.) Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- c.) General duties in support of the teachers in the Science Department.
- d.) The precise duties would be determined by the Head and Head of Science consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

Key responsibilities	Activities that are likely to be carried out	Suggested frequency
To be responsible to the Head of Science in co-ordinating: <ul style="list-style-type: none"> <li>• The use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the</li> </ul>	<ul style="list-style-type: none"> <li>• Organising the technical support to the Science Department, including: assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus.</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>• Giving technical advice to teachers, technicians and pupils / students. Carrying</li> </ul>	Daily

<p>school and outside organisations.</p> <ul style="list-style-type: none"> <li>The establishment of a timetable for the year for controlled assessments.</li> </ul>	<p>out risk assessments for technician activities.</p> <ul style="list-style-type: none"> <li>Preparation of materials for external practical exams.</li> <li>Organise the paperwork and laptops and dictionaries for external exams with the School's exams officer</li> </ul>	<p>As required</p> <p>As required</p>
<p>To have overall responsibility for the promotion and observance of a healthy &amp; safe working environment for the technical support service by:</p> <ul style="list-style-type: none"> <li>actively leading and coordinating the assessment, monitoring and review of both health &amp; safety procedures and information resources;</li> <li>keeping up-to-date with current procedures and practices through continuing professional development;</li> <li>the provision of technical advice on health &amp; safety issues to teachers</li> <li>the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards;</li> <li>The safe storage and accessibility of equipment and materials.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring the department keeps up to date with health &amp; safety requirements and developments in practical science by ensuring that relevant literature is available and attending relevant courses.</li> <li>Giving health &amp; safety advice to teachers and students.</li> <li>Disposal of waste materials.</li> <li>Checking fume cupboards and pressure vessels; carrying out electrical and other safety checks, etc.</li> <li>Organising, storing and checking the condition of chemicals and equipment</li> <li>Attending Department meetings.</li> </ul>	<p>As Required</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Fortnightly</p>
<p>Key responsibilities</p>	<p>Activities that are likely to be carried out</p>	<p>Suggested frequency</p>
<p>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 &amp; teachers on the practical aspects of the curriculum.</p>	<ul style="list-style-type: none"> <li>Designing, constructing and modifying apparatus.</li> <li>Caring for plant collections.</li> <li>Preparing standard solutions, etc., purifying chemicals, treating waste.</li> </ul>	<p>As Required</p> <p>Daily</p> <p>As required</p>

<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none"> <li>• leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records;</li> <li>• monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;</li> <li>• Ensuring the availability of materials and equipment and suggesting alternatives for suitability and economy.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining resources.</li> <li>• Keeping stock records including stock taking and figures for the accounts department</li> <li>• Ordering stock in agreement with the Head of Science</li> <li>• Keeping financial records</li> </ul>	<p>As required</p> <p>Annually in summer term</p> <p>As required</p> <p>Weekly</p>
<p>To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.</p>	<ul style="list-style-type: none"> <li>• Ensuring the department's resources are maintained to the required standards.</li> </ul>	<p>Weekly</p>
<p>To undertake the copying of resources for lessons and internal and external exams for all sciences</p>	<ul style="list-style-type: none"> <li>• Photocopying of worksheets, preparation of laminated "card sets" etc.</li> <li>• Maintaining the department's "Science in the News" board in the foyer of the building</li> </ul>	<p>As required</p> <p>Monthly</p>

### **In general**

1) Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage;
- Preparing necessary solutions;
- Checking individual components in and out for class use;
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons;
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff;
- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock;
- Advice staff of any problems, including safety aspects;
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials;
- Returning apparatus, etc. and chemicals to storage as soon as practicable;
- Repairing damages or arranging for this to be done;
- Constructing apparatus and equipment.
- Purchase of sundries from local supermarkets

2) Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room;
- Cleaning the sinks, chemicals on bench tops, spillage's of chemicals on floor;
- Storing materials tidily;
- Keeping equipment clean;
- Looking after animals, insects and plants kept by the department;
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc.

3) Maintaining the stocks of science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items;
- Advise Head of Science on stock replacement needs;
- Ordering of the above
- Checking deliveries

### **Support to the school**

To support the ethos of a Catholic school and contribute to the overall work and aims

To have a friendly, caring and welcoming attitude to both children and parents

Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Ensure all pupils have equal access to opportunities to learn and develop

Liaise effectively with teachers, parents and other members of staff  
Attend relevant meetings and Open Day events as required

Participate in training and other learning activities and performance management as required

Undertake professional duties that may be reasonably assigned by the Head.

Beechwood is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.