



# Bishop's Hatfield Girls' School

## Job Description

**Title:** Senior Laboratory Technician

**Date reviewed:** June 2024

**Salary Grade:** H6 / SCP 14-19

**Hours:** 30 to 37 hours per week, term-time plus up to 3 weeks

**Contract:** Permanent

**Responsible to:** Head of Science

### PURPOSE OF THE JOB

- To lead and organise technical support for the Science faculty in order to ensure the best possible learning experience for pupils.
- To line manage the science technician.

### PRINCIPAL RESPONSIBILITIES

To ensure that all practical, assessment and examination requirements of the Science Faculty are met punctually and satisfy Health and Safety requirements. This will include:

- Preparing apparatus, materials and solutions (both hazardous and non-hazardous) and setting up/checking/issuing equipment and apparatus for use in practical classes. Setting up and carrying out demonstrations. Retrieving and clearing away chemicals, apparatus, etc.
- Co-operating with teaching staff in the organisation of apparatus and equipment for practical activities. Designing, constructing and modifying apparatus.
- Disposal of hazardous and non-hazardous waste laboratory materials, including chemical, animal and microbiological waste, in accordance with health and safety requirements.
- Maintaining apparatus in good order and carrying out minor repairs where appropriate.
- Ensuring adherence to Health and Safety regulations and procedures.

### AREAS OF RESPONSIBILITY

#### Maintenance of facilities and resources

- To be responsible for laboratory equipment, undertaking safety checks and reporting faults to and liaising with the Head of Science, suppliers and/or site team as appropriate.
- To maintain records such as safety certificates.
- To organise and store equipment, materials and apparatus safely and securely, in accordance with statutory requirements.
- To set up and maintain specialist resources, including plant and animal collections.
- To coordinate the use of resources and facilities.

#### Organising and managing practical resources

- To ensure that stock levels of basic laboratory consumables, chemicals and reagents are maintained to an appropriate level; keeping records of stock and carrying out stock checks.
- To place and follow-up orders in accordance with faculty policy, checking delivery and advising on discrepancies.
- To make local purchases for the faculty and keep petty cash records, liaising with the Finance Office where necessary and keeping financial records.

### **Technical safety, advice and assistance**

- To maintain satisfactory standards of safety and security within the technician service, in accordance with faculty guidelines, school policy and relevant legislation.
- To contribute to the development of the faculty's Health & Safety policy.
- To provide technical advice and assistance to teaching staff and pupils regarding the availability, application and operation of equipment assisting in practical activities as appropriate.
- To take part in the development of the faculty's practical resources, including trialling.

### **Organisation and management**

- To support the Head of Science in the recruitment and coaching of the Science Technician and general assistants.
- To supervise, motivate and develop the Science Technician.
- In conjunction with the Head of Science, to establish the projected budgetary requirements for the forthcoming financial year and monitor expenditure from the current yearly allowance.

### **Communication**

- To liaise with other faculties in the school in matters relating to the technician service and with technicians in other schools in matters of common interest.
- To communicate with outside agencies and establishments, including suppliers, contractors and other appropriate educational departments.
- To participate in the school's arrangements for the professional development of staff, including identification of needs and training to meet those needs.
- To contribute to the professional development of any staff for whom some line management responsibility is held, according to school policy.

### **Other duties**

- To comply with other appropriate duties as requested by the Head of Science.
- The post requires some lifting and occasionally moving heavy equipment.
- The working environment will include working with a range of chemicals, including hazardous substances which need to be managed safely.

### **Personal and professional standards**

- Supporting the aims and ethos of the school as defined in the school vision and values.
- Maintaining confidentiality at all times.
- Setting a good example in terms of professional dress and appearance, punctuality and attendance.
- Taking responsibility for personal development making full use of the school's professional development opportunities and training.
- Participating in performance appraisal, as required by the school's policies and practices
- Attending team and staff meetings and training as appropriate, contributing actively whenever possible.
- Providing a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Supporting whole school activities or events such as open events, fairs and staff meetings.
- Be aware of and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher.

### **Knowledge, experience and training:**

Relevant qualifications or experience in Science
Laboratory management skills or similar
Responsible and conscientious approach to Health and Safety

Strong planning and organisational skills
Good initiative and problem solving
Good communication skills
Ability to work in a team
Willingness to be flexible and adaptable
Willingness to participate in training and development
Good IT skills including email and spreadsheets
Good numeracy and literacy skills
Willingness to support and uphold school values

### **DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

### **ADDITIONAL INFORMATION**

Working hours will be agreed with the Business Leader, and anticipated to be up to 37 hours per week, term plus up to 3 weeks (41 weeks) pa. Please refer to the Contract of Employment part 2 and the Support Staff TOIL and Holiday Working Policy for terms and conditions.

The job holder will be required to demonstrate their suitability for the role during a 6 month probationary period after which the contract will be confirmed as permanent.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change over time according to the school's needs. Employees will be expected to comply with any reasonable request from the Business Leader or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. 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.

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It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.