

# Haileybury Turnford

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## Job Description

<b>Job Title:</b>	Science Laboratory Assistant
<b>Salary Scale and Range:</b>	H3 to H4 Dependent on experience
<b>Responsible to:</b>	Senior Science Technician
<b>Hours</b>	37 hours per week term time plus insets.
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>• Inter-Disciplinary training for Science technicians (Biology, Physics and Chemistry)</li><li>• Implementation and dissemination of all appropriate H &amp; S legislation and guidance with respect to science education, including COSHH.</li><li>• To ensure that statutory safety regulations and safe practice is complied with, relating to teacher/technician skills qualifications, and student involvement in the classrooms and workshops.</li><li>• Daily and weekly laboratory servicing, termly inspections and annual cleaning.</li><li>• Practical preparation, including materials, equipment, stock, standard solutions and specimens.</li><li>• Setting up, testing and demonstrating practical equipment to ensure that students gain the most from the scientific experience.</li><li>• Safely dismantling practical equipment, and organising the cleaning and safe return of equipment.</li><li>• Recovery of residues, and safe disposal in accordance with legislation.</li><li>• Care of animals and specimens for observational and experimental purposes.</li><li>• Liaising with teaching staff to develop new practical ideas and advise on schemes of work.</li><li>• Maintain records of books within the department and those issued.</li><li>• Carrying out in-house repairs, calibration and maintenance.</li><li>• Maintaining a thorough stock control and order system.</li><li>• Inventory Management.</li><li>• Safe movement and storage of hazardous and bulky science related equipment.</li><li>• Operating laboratory documentation systems including organisation of work sheets, filing, hazard data and legal records.</li><li>• To help organise lessons if the teacher(s) are absent.</li></ul>

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	<ul style="list-style-type: none"><li>• Such other duties as shall from time to time be agreed with the Principal.</li><li>• Liaise with the HOF regularly.</li></ul> <p>Liaise with relevant outside organisations with respect to Health and Safety and CLEAPSS.</p> <p>The nature of the role means that it involves manual handling of chemicals and resources. The post holder should have level of fitness that ensures they are capable of such work.</p>
<b>Other Duties:</b>	<ul style="list-style-type: none"><li>• Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Principal, the Director of Science or Governors in accordance with the changing needs of The Academy.</li></ul>

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To be read in conjunction with the Science Laboratory Assistant Job Description

<b>Job Title:</b>	Science Laboratory Assistant
<b>Knowledge, Understanding &amp; Skills</b>	Good ICT skills. Strong organisational, administrative and time management skills. Good communication skills.
<b>Experience</b>	Using Microsoft packages Experience of using science equipment would be beneficial
<b>Personal &amp; Leadership Qualities</b>	An enthusiasm for the job. Commitment and energy. A capacity for hard work. A positive approach and attitude to change. An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.

<b>Ethos</b>	<ul style="list-style-type: none"><li>• Assist in ensuring good behaviour and an excellent ethos out of class.</li><li>• Assist in activities designed to promote the school and its reputation.</li><li>• Undertake statutory duties as published by the school.</li></ul>
	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p> <p>The job description will be reviewed and updated annually as part of the performance management process.</p>

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**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.**