

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



SCIENCE LABORATORY TECHNICIAN JOB DESCRIPTION

POST:	Science Laboratory Technician
SALARY:	LBR4, Points 7-10 £30,285-£31,610 (FTE) - £18,071-£18,861 (Actual)
HOURS:	25 hours per week, term-time only
REPORTS TO:	Senior Science Laboratory Technician
RESPONSIBLE FOR:	Providing support for staff and students in the Science Department

General Duties:

- Provide support for staff and students in the Science Department.
- Liaise closely with staff to ensure that support is directly relevant.
- Adopt a safe working practice at all times and assist teaching staff in the maintenance of safe working procedures in teaching laboratories.
- Maintain clean working areas and teaching laboratories.
- Prepare materials and apparatus for demonstrations, practical work for class groups and assessed class practical's as directed.
- Care of maintenance of materials and equipment.
- Collect plant/animal specimens and make minor shop purchases as required for practical classes.
- Assist on matters of technique and operation with 'hands on' support in any of the subject areas within technical capacity, as required.
- Checking and cleaning all glassware used in preparatory work and also after students' usage at practical classes.
- Undertake minor repairs, within technical capacity, and routine cleaning, as and when required.
- When necessary, attend special meetings and training sessions, within and away from the academy.
- Keep technical knowledge up to date through CPD.
- Liaise with the Senior Science Technician regarding stock levels, safe disposal of waste and all matters regarding maintenance of safe systems at work.
- Any other pertinent duties as directed by the Senior Science Technician or the Head of Science.

SCIENCE LABORATORY TECHNICIAN PERSON SPECIFICATION

EQUALITY AND DIVERSITY: We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE	Knowledge of working in Science Laboratory	
QUALIFICATIONS	GCSE: science subjects or equivalent – Grade A*-C	Science A Levels or degree
EXPERIENCE	A minimum of one year's working knowledge of basic science, specifically physics and biology with appropriate laboratory experience	
SKILLS AND ABILITIES	- An ability to communicate successfully with a variety of people both verbally and in writing. - Ability to prioritise workloads and meet deadlines - Have good practical skills - Ability to work in a busy environment with students - Ability to process and interpret instructions in various formats detailing technical setups - Ability to work with minimal supervision and as part of a team - Have knowledge of laboratory equipment and its uses, including the preparations required for practical lessons in schools and/or colleges - A willingness to undertake initiatives and new ideas - Ability to solve problems. - Knowledge of materials, of their handling and storage, and of basic Health & Safety guidelines	
PERSONAL STYLE AND BEHAVIOUR	- A flexible and positive approach to work - Be organised and calm - Be understanding and supportive of the moral and spiritual ethos of a Catholic Academy - Commitment to safeguard and promote the welfare of children and young people	
OTHER SPECIAL REQUIREMENTS	- A flexible and positive approach to work - Willingness to undertake relevant training. - Willingness to work flexibly to meet the needs of the academy and ensure deadlines are met	