



St Albans Girls' School

Laboratory Technician Job Description

The post holder is required to perform the duties below. They will be responsible to the Senior Science Technician and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Main areas of responsibility

- To provide practical support for the teaching, assessment and examination activities taking place in science laboratories
- To provide support across all curriculum areas in science
- To ensure that all apparatus, equipment and chemicals provided are in serviceable condition

Duties and tasks

- Prepare experiments and set up equipment as requested by teaching staff
- Clear used apparatus from teaching room after lessons
- Wash and clean equipment
- Clear up and make safe laboratory spillages
- Make/develop new items of equipment where possible
- Maintain and, where possible, repair/service equipment
- Inform Senior Technician when stock levels are low
- Assist with the issue/collection of text books where possible
- Ensure confidentiality and security of examination material
- Follow all relevant health and safety procedures (e.g. CLEAPSS and COSHH)
- Undertake training as appropriate

Organisation Chart

Head Teacher → Curriculum Leader → Senior Science Technician → Lab Technician

Supervision

Technicians hold regular formal and informal meetings with the Senior Science Technician and department staff to establish requirements on a daily/weekly basis. Technicians have “semi-autonomous” control of all other duties without direct reference to a supervisor.

Contacts

- There is frequent contact with leadership team members, teaching staff, support staff and students
- There is also contact with external organisations and suppliers.

Whilst every effort has been made to set down the main duties and responsibilities of this post, each individual task to be undertaken may not be identified. The duties and responsibilities listed above describe the post, as it is envisaged at present. The post holder is expected to accept any reasonable alterations that may, from time to time, be necessary, commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.