



North Halifax Grammar School Academy Trust

Science Laboratory Technician Job Description

Salary	NJC Scale 3 to 4 Point 5 - 11 (£21,272 to £23,516 pro rata per annum)
Hours	37 hours per week, term time only + 1 day (Monday to Friday)
Tenure	Permanent
Responsible to	Senior Science Technician and Head of Science

Main Purpose of the Role:

- Responsible to the Head of Science as a member of a team providing a technician service to the Science Department and in particular Chemistry.
- Part of a team of three technicians, reporting to the Senior Technician, with training and support available.
- To contribute to the overall work and ethos of North Halifax Grammar School.
- To respect the confidentiality of the Academy and its students.

Key Responsibilities for provision of practical requirements:

- Preparing apparatus, materials and solutions, setting up/checking/issuing equipment and apparatus for use in practical activities including individual student requirements for assessment purposes.
- Setting up demonstrations and AV equipment.
- Retrieving and clearing away apparatus after use.
- Constructing and modifying apparatus.
- Co-operating with teaching staff in the development of apparatus and equipment for use in practical activities.

Key Responsibilities for maintenance of facilities and resources:

- Maintenance of laboratories to ensure a clean and orderly environment.
- General maintenance (including cleaning) of apparatus and equipment.
- Basic maintenance/checking of general laboratory services and facilities. Liaising with school caretaker, as appropriate. Reporting faults to Senior Science Technician.
- Carrying out/arranging for the maintenance and repair of apparatus and equipment; keeping appropriate records.
- Organisation and storage of equipment, apparatus and materials in accordance with statutory requirement.
- Setting up and maintaining specialist resources within the Chemistry department.

Key Responsibilities for organising and managing practical resources:

- Maintaining appropriate stock levels of apparatus and chemicals. Carrying out stock checks of chemicals, consumables, apparatus and books.
- Noting shortages/updating stock records and inventories.



- Making local purchases for the department.
- Preparation of requisitions, obtaining quotations, operating ordering procedures. Checking deliveries and invoices.

Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To provide administration support to the Academy as directed by your Line Manager.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school, as may reasonably be required.



Post title – Science Laboratory Technician

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications and Experience	<ul style="list-style-type: none"> GCSE Science, English and Maths at Grade C or 4, or above. Science related experience involving technical skills including awareness of current Health & Safety regulations. 	<ul style="list-style-type: none"> Suitable post-16 Science qualifications and/or qualification through relevant laboratory technicians experience. School laboratory technician experience. Experience of working in a secondary school. 	<ul style="list-style-type: none"> Application form Reference (if appropriate) Interview
Circumstances - Personal	<ul style="list-style-type: none"> Good record of attendance and punctuality 	<ul style="list-style-type: none"> Flexibility to support the department if requested. 	<ul style="list-style-type: none"> Reference Interview
Disposition Adjustment Attitude	<ul style="list-style-type: none"> Enthusiasm for Science. Ability to cope with a wide range of tasks. Ability to meet deadlines and work under pressure. 		<ul style="list-style-type: none"> Application form Reference (if appropriate) Interview
Training	<ul style="list-style-type: none"> Positive attitude to personal development 	<ul style="list-style-type: none"> Willingness to develop new skills 	<ul style="list-style-type: none"> Reference (if appropriate) Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> Good organisation skills. Good communication and IT skills. Ability to liaise with colleagues. Ability to show initiative and solve problems. 	<ul style="list-style-type: none"> Familiarity with data logging systems. 	<ul style="list-style-type: none"> Application form Reference Interview