



<b>NAME OF POSTHOLDER:</b>	Laboratory Technician
<b>JOB PURPOSE:</b>	To ensure that all Science lessons and laboratories are equipped and provisioned with equipment and apparatus to enable effective teaching by teachers and effective learning by students.
<b>RESPONSIBLE TO:</b>	The Headteacher through the Senior Laboratory Technician
<b>Objectives and principal responsibility areas:</b>	
<ul style="list-style-type: none"> <li>• Ensure that all Science teachers are provided with required apparatus and resources in time for each lesson.</li> <li>• Ensure that an up to date record is kept of all stock.</li> <li>• Order and purchase new stock as required by the departmental development plan and other needs.</li> <li>• To read and understand your role as outlined in the Child Protection Policy and other safeguarding policies including those relating to Prevent.</li> </ul>	
<b>Key Tasks:</b>	
<ul style="list-style-type: none"> <li>• Prepare equipment for lessons. To ensure that by the end of each day, all equipment is ready for all lessons the following day.</li> <li>• Ensure that all apparatus is clean, in working order and stored in an organised way.</li> <li>• Produce experiments – working one week ahead to ensure that any apparatus that needs to be made, assembled or bought can be ready in time for the required lesson.</li> <li>• Check and maintain equipment to ensure that all equipment and materials required for lessons is in full working order and fit for its intended purpose.</li> <li>• Take equipment to labs – equipment needs to be in labs before the start of the lesson for which it is required and remove equipment from labs – equipment needs to be removed from labs during the lesson after it is used (unless labelled that it is required again) and tested before storing.</li> <li>• Prepare solutions, cultures and specimens and set up experiments.</li> <li>• Wash and put equipment away.</li> <li>• Assist in stock take and maintain a running list of materials required for ordering by the HOD.</li> <li>• Help to maintain department records and general administration.</li> <li>• Support the HOD when possible with administrative requests.</li> </ul>	
<b>Developing the School Ethos:</b>	
<p>The Governors of Dowdales would expect the post holder to:</p> <ul style="list-style-type: none"> <li>• Fully support the ethos of the school</li> <li>• Demonstrate consistently high standards of personal and professional conduct by: <ul style="list-style-type: none"> <li>- maintaining high standards of ethics and behaviour, within and outside school</li> <li>- treating students and staff with dignity, building relationships rooted in mutual respect</li> <li>- having regard for the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>- have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality</li> <li>- have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</li> </ul> </li> </ul>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.

**Signatures:**

Name of Post Holder (Please Print).....

Signed ..... Postholder      Dated .....

Signed ..... Headteacher      Dated .....

