**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Post** | Senior Laboratory Technician |
| **Grade** |  |
| **Responsible to** | Head of Science Department for day-to-day duties  |

Purpose Or Function of The Job:

To work as part of a team of non-teaching staff based at the school providing timely and effective support to all teachers in the Science Departments through the management of a team of laboratory technicians.

Main Duties:

1. Preparation of materials and solutions for practical classes.
2. Keeping stock and inventory records.
3. The safe disposal of used and surplus chemicals and culture.
4. Making specific apparatus for particular experiments and assessed practical’s.
5. Ensuring that working practices take account of the appropriate Health & Safety requirements and that a clean and safe environment is maintained.
6. Dealing with spillages and accidents in the laboratories.
7. Safety testing of all laboratory electrical apparatus and appliances to meet current legislation, including the Electricity at Work Regulations 1989.
8. Clerical support including record keeping, photo copying and filing.
9. Supervision of laboratory technicians. Ensuring they are adequately trained and kept aware of changes in policy and practices.
10. To undertake any other duties which from time to time may reasonably be required by the Headteacher, Deputy Headteacher or Head of Science.