



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Science Lab Technician
Grade / Salary:	SCP 5 – 6. FTE: £19,312 - £19,698 Actual Salary £16,538 – 16,868
Hours:	Term Time
Purpose of Job: To support the science departments to provide practical resources for student curriculum needs and to provide additional administrative support where required.	
Reporting to: Senior Science Lab Technician	

Key responsibilities:

Coordinate the use of practical resources and facilities of the science departments, working closely with the Senior Science Technician and joining the rest of the technicians' team, including:

- Provide support and advice in meeting the needs of the science curriculums
- Liaising with teaching staff and support staff outside the science departments
- Preparing resources and assembling apparatus
- Purchasing required materials locally
- Giving technical advice to teachers, technicians and to pupils / students
- Carrying out risk assessments for technicians' activities
- Assisting in practical lessons, though not a requirement, could be an advantage

To ensure the maintenance of a healthy & safe working environment through:

- Keeping up-to-date with health & safety requirements and with developments in practical science
- Giving health & safety advice to technical staff, teachers and students
- Disposal of waste materials including hazardous substances
- Visual checking of fume cupboards, pressure vessels and first-aid kits
- Carrying out electrical and other visual safety checks
- Organising, storing and checking the condition of chemicals and equipment
- Attending department meetings
- Being aware of requirements and contributing to the safeguarding of children in education

To contribute to design, development & maintenance of specialist resources/ long-term projects

- Constructing & modifying apparatus
- Setting up and caring for plant and animal collections
- Preparing standard solutions, purifying chemicals, treating waste

To support the Senior Science Technician to provide suitable materials/equipment, including:

- Helping to compile orders and liaising or negotiating with suppliers and finance departments
- Sourcing, costing & suggesting alternatives to maintain stock levels and keeping stock records
- Keeping stock records, checking against actual stock levels and where necessary reordering stock

Liaising with the Senior Science Technician, ensure availability of equipment including:

- Carrying out checks, cleaning, maintenance, calibration, testing & repairs to the required standard
- Collecting, checking and returning equipment to stores
- General laboratory cleaning of bench surfaces and fixed equipment
- Cleaning and repair of equipment

Experience required:

- Experience as a Lab Technician
- Good working knowledge of science curriculums
- Up to date knowledge of Health & Safety Legislation, COSHH etc

The successful candidate will also be able to make a significant contribution to the administrative function of the department, possessing effective ICT skills and an awareness of Microsoft packages such as Excel, Word and Teams. Additional training will be offered.

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;
- Understand the importance of confidentiality and take all necessary steps to protect individuals' personal data according to GDPR, by following Mercian Trust policies and accessing all available training.

Person Specification:**Personal Qualities and Professional Relationships:**

- To have a positive and motivated approach to work;
- To have an excellent customer service approach;
- To be able to work in a supportive and patient manner with all students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities.

Skills:

- To be competent in the use of ICT and data entry, including SIMS and all Microsoft packages;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of using management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.