

Position Description
Science Laboratory Technician

REPORTS TO Science Curriculum Leader, Head of Campus-Middle & Senior,
Deputy Head of Campus-Middle & Senior

KEY RELATIONSHIPS Heads of Campus, Science Curriculum Leader, Teachers,
Learning Enrichment Officers, Business Office

Overview

The Science Technician is responsible for supporting the science learning area of the College. The role works closely with the Curriculum Leader and is responsible for assisting with demonstrations of experiments and maintaining stock records, whilst being familiar with MSDS and hazardous substances.

The Role**General Accountabilities:**

- Exhibit behaviour, through word and action, which reflects the ethos and Christian foundations of the College
- Abide by the Staff Code of Conduct
- Be familiar with and follow College policies and procedures
- Carry out responsibilities in a safe manner as outlined in the College's Work Health and Safety Policy and associated procedures
- Reflect proactively on your work performance and seek further training or professional development opportunities to update knowledge and skills.

Qualifications:

- Relevant qualification or experience in a scientific space is desirable.

Specific Duties:

- Provide prompt, courteous, efficient and friendly service to staff and students through planning and managing the Science Laboratories and Preparation rooms
- Assist in the design/demonstration of experiments under supervision of an academic staff member(s)
- Prepare, maintain, organize, set-up and dismantle equipment and materials for routine experiments or student projects and dispose of waste materials
- Prepare, maintain and dispense stock solutions, simple chemical mixtures and compounds, cultures or similar materials
- Perform Laboratory Assistant duties according to Workplace Health and Safety requirements ensuring a quality professional service
- Be familiar with MSDS and hazardous substances and other chemicals and keep up to date records of these substances
- Be familiar with Chemwatch database system and RiskAssess
- Maintain stock records and preparing orders for new equipment or chemicals within set budgets
- Liaising with teachers and supply companies
- Uphold matters of confidentiality about students or staff performance
- Maintain a professional standard of work at all times
- Be somewhat flexible in rearranging hours depending on school activities

- Other duties as deemed appropriate by the Science Curriculum Leader, Deputy Head of Campus, Head of Campus and Head of College.

Pastoral Care & Ethos:

- Demonstrate a genuine care and concern for children
- Speak positively to children and encourage them in their learning and social development
- Support Restorative Practices within the College
- Supervise students for safety
- Assist with playground supervision as required
- Uphold and model the Christian ethos of the school
- Model a positive attitude to learning
- Model positive communication and problem-solving strategies
- Perform any other assigned duties, having regard to your skills, training and experience.