



## The Holy Trinity Church of England Secondary School

### Science Laboratory Assistant Job Description

Salary: West Sussex NJ Staff Grade 3

Hours: Term time (including 5 inset days) plus a further 5 days during the holiday by negotiation.  
26 hours per week

SCH 165 Science Lab Assistant

**NB: This job requires and 8am start**

The person appointed will be joining a team of four full time technicians and should be able to demonstrate working knowledge of safe working practices within a laboratory situation. All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	Senior Science Technician
Responsible for:	<ol style="list-style-type: none"><li><b>1. Working closely with technician and teaching colleagues:</b> helping to provide the best possible education for students through science.</li><li><b>2. Science lessons resources:</b> To assist the technician team in the delivery, retrieval, cleaning and storage of equipment used by teaching staff</li><li><b>3. Equipment, chemical supplies and livestock:</b> Maintaining equipment in good working order, keeping adequate supplies of stock and safe storage.</li><li><b>4. Laboratories and preparation rooms:</b> Participating to maintain laboratories and preparation rooms as safe and effective working environments.</li><li><b>5. Health and safety:</b> carries out all tasks within health and safety guidelines.</li></ol>
General:	To provide support for the technician team in the science department as a member of a team. Looking after and providing science resources for lessons and caring for the laboratories and preparation rooms.

Duties:	<ol style="list-style-type: none"> <li>1. Meets with the Senior Technician on a daily basis for allocation of tasks</li> <li>2. Assists the technician team in the delivery, retrieval, cleaning and storage of equipment used by teaching staff <ol style="list-style-type: none"> <li>a) collecting used glassware, loading and running the laboratory dishwashers, returning items to store;</li> <li>b) washing up specialist fragile scientific equipment by hand;</li> <li>c) Retrieves apparatus, books, worksheets, videos, other materials and solutions after use and return to storage.</li> <li>d) Filing of worksheets.</li> <li>e) Distribution and maintenance of books, consumable items and stationary;</li> </ol> </li> <li>3. General housekeeping; <ol style="list-style-type: none"> <li>a) Periodically checking equipment in labs, replacing and tidying as necessary</li> <li>b) Basic routine maintenance and repairs to equipment as directed by the Senior Technician</li> <li>c) Carries out safety checks in laboratories and on equipment as directed by the Senior Technician</li> <li>d) Keeps work surfaces and sinks clear and ensures that they are free of items or substances hazardous to health</li> <li>e) Carries out stock checks of consumables, chemicals, apparatus, books and worksheets as directed by the Senior Technician</li> </ol> </li> <li>4. Photocopying of urgent items</li> <li>5. Occasional assistance with preparation of resources (under direct supervision of a skilled technician or Senior Technician)</li> <li>6. Routine care of plants and aquarium fish</li> </ol>
Generic Duties	In addition to these duties technicians may be asked to undertake other reasonable duties, (e.g. emergency photocopying).
CPD	To follow a mutually agreed programme of continuing professional development.
Additional Information	<p>Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.</p>

<b>Person Specification</b>	<b>Lab Assistant</b>	<b>Evidence</b>
Willing to submit to a DBS Check for enhanced clearance (legal requirement)	<b>E</b>	Application/ DBS check
Evidence of Right to Work in UK (legal requirement)	<b>E</b>	Application and Paperwork at interview
Educated to at least Level 2 GCSE A*-C or equivalent) in a range of subjects	<b>E</b>	Certificates
Educated to at least Level 2 (GCSE A*-C or equivalent) in a Science subject or previous experience of working in Science labs	<b>D</b>	Certificates
Experience of working in an secondary education setting	<b>D</b>	Application/ interview
Excellent interpersonal and communication skills, both written and spoken	<b>E</b>	Application/ interview
Competent basic ICT skills and able to use common office software	<b>E</b>	Application
Problem solver with a "can do" approach	<b>E</b>	Interview
Good time management, excellent organisational skills, able to work in a flexible way and to manage workload to meet the requirements on a particular day	<b>E</b>	Interview
Able to work individually and as part of a team	<b>E</b>	Interview/ practical activity
Able to follow instruction and pick up things quickly then to take initiative within boundaries	<b>E</b>	Application/ interview
Resilient with the ability to keep calm and focussed in pressurised situations	<b>E</b>	Application/ interview
Personable but able to say no and stand ground when required	<b>E</b>	Interview
Willing to uphold the school's ethos and core values	<b>E</b>	Application/ interview