

Part Time Laboratory Technician

The Laboratory Technician is responsible to the Head of Biology and Senior Laboratory Technician and will be assigned particular daily duties and general routine duties within the Science Department. The technician team cover the preparation of practical classes for biology, chemistry and physics as well as a number of clubs that are run during lunchtimes. A flexible approach to duties and hours is essential, late and early working may be required on occasions to fit in with practical sessions.

1. Laboratory Duties will include some or all of the following:

Preparation of specific lesson materials for designated areas of the department to include as appropriate.

- collecting apparatus and chemicals from storage
- preparing necessary solutions
- checking individual components in and out for class use
- arranging for apparatus/equipment including worksheets, books, hazard information and audio visual aids to be available, in rooms or lessons
- preparing experiments, setting up apparatus and equipment for demonstration and practical lessons as requested by teaching staff
- preparing for and setting up practical assessments
- liaising with staff over use of equipment and stock
- advising staff of any problems including safety aspects
- assisting with collection and cataloguing of sundry worksheets, books, audio visual aids and materials
- returning apparatus/equipment and chemicals to store as soon as practicable
- repairing damages or arranging for this to be done
- constructing simple apparatus
- general clearing up and washing up
- preparation of laboratories for start of teaching

All requisitions for apparatus/equipment should be received by the Technicians by 2pm on a Thursday for the following week. The requisitions then will be allocated between the technicians for the week. Late requests can only be dealt with as and when possible.

2. General Routine Duties

(a) Laboratory Maintenance including:-

- implementing the school's Safety Policy including safety checks as prescribed in the Science Department Safety Policy
- ensuring there are adequate stocks of distilled water, reagents and other basic equipment
- switching on/off main services
- maintaining laboratories clean and tidy in conjunction with the teacher in charge of the room

- cleaning sinks, chemicals on bench tops, spillages of chemicals on floor
- storing materials tidily
- keeping equipment clean

(b) Other Duties

- occasional shopping for or collecting of items not supplied by outside firms
- cleaning of goggles
- cleaning of safety screens, fume cupboards and other items
- taking stock of chemical, consumable, stationery, books and breakable items

3. Additional Duties

- construction of more substantial items of equipment
- preparation of chemicals and solutions to a high standard of accuracy
- maintaining systems for storage and stock maintenance

Note:

The faculty has two other technicians. Some interchange of duties will be required to provide cover in the event of absences.

General Duties for all KC staff:

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation
- To attend Staff Meetings, In-service Training and major school occasions.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time after consultation with you.

Laboratory Technician's Signature:	Headmistress' Signature:
Date:	Date:

November 2021