



POSITION DESCRIPTION

Role	Laboratory Technician
Team	Science Department
Reports to	Head of Science
Employment Type	Full-Time, Term Time

The Role

Our Laboratory Technicians are integral members of the Science Department, assisting our teachers to provide practical learning experiences in a safe and engaging way.

Reporting to the Head of Science, our Laboratory Technicians work with Science teachers and other laboratory staff to efficiently prepare and supply materials for the students' practical activities. Ensuring that the students and staff have a safe and clean laboratory and classroom environment is a pivotal responsibility of the role.

A successful Laboratory Technician is someone who has excellent attention to detail, can manage their time very well, is a safety champion, works collaboratively with members of the department and is committed to providing the best possible learning experience for our students.

Skills and Attributes

- Excellent attention to detail with the ability to accurately prepare, organise and maintain laboratory materials, equipment and resources.
- Strong time management and organisational skills, with the ability to prioritise tasks and meet competing deadlines.
- Commitment to maintaining safe laboratory practices and promoting a strong culture of health and safety.
- Sound knowledge of laboratory procedures, chemical handling, storage and disposal requirements.
- Ability to prepare practical experiments and learning activities efficiently and accurately.
- Strong teamwork and collaboration skills, with the ability to work effectively with Science teachers and laboratory staff.
- Excellent communication and interpersonal skills, enabling positive interactions with staff and students.
- Ability to maintain a clean, organised and well-equipped laboratory and classroom environment.
- Problem-solving skills with the ability to anticipate laboratory needs and respond to changing priorities.
- Demonstrated ability to work independently while contributing positively to a team environment.
- Flexible and adaptable, with the ability to manage a varied workload in a busy school environment.

Key Responsibilities

Work collaboratively to provide practical support for the Science teaching and learning program

In consultation with classroom teachers:

- prepare and set up chemicals and materials for classroom-based experiments and/or demonstrations;
- provide support with experimental procedures, suggesting improvements and modifications where necessary and raising any practical or safety issues;
- provide any practical assistance required before, during and after the experiment and/or demonstration;
- research and trial new experimental procedures;
- maintain accurate records of practical activities and procedures; and
- assist on excursions and at other educational events when required.

Ensure equipment is maintained in a safe way

Conduct routine maintenance, calibration and repair of laboratory equipment, identifying and reporting any malfunctions, disrepair or hazard to the Senior Laboratory Technician. This includes:

- ensuring that the Department has an appropriate inventory of necessary equipment and that items are restocked in a timely way;
- liaising with external providers regarding the repair of equipment where necessary; and
- providing appropriate care for department plants and animals.

Ensure chemicals are safely stored and managed

Maintain the safe storage of chemicals and hazardous materials, ensuring that the laboratory and the Science Department are safe, clean and organised. This includes:

- ensuring that the Department has an appropriate inventory of chemicals and that items are restocked in a timely way;
- ensuring that the chemicals are stored correctly, noting up-to-date practices and protocols around safe storage of chemicals;
- making sure that areas where chemicals are kept or prepared are organised and clean, including regular cleaning of equipment and storage areas;
- collecting and disposing of all chemical and hazardous waste appropriately and in accordance with established guidelines or protocols;
- reporting any potential hazards and taking appropriate safety action; and
- remaining up-to-date with applicable safety regulations and best practices to ensure compliance with guidelines and safety.

Other

- any other duties as directed by Head of Science
- acting as area warden in case of emergencies

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment