



Highclare School

Laboratory Technician Assistant

Job Description

Job Purpose

As a member of the Support Staff Service the post holder will work under the direction and instruction of the Head of Science and Senior Science Technician to provide general technical support.

Duties and Responsibilities

1. Assist the Senior Science Technician in the preparation and clearing away of all apparatus, chemicals and teaching materials required for practical work within all areas of the science department.
2. Wash and cleaning glassware.
3. Regularly check student apparatus cupboards, replenishing stock where necessary.
4. Assist in the annual audit of stock.
5. Assist with ordering, receiving and accounting for new stock and equipment.
6. Collect materials from school grounds and local suppliers.
7. Assist in co-ordination of work requests to facilitate support by advising staff of clashes of equipment, rota situation or lab changes for fume cupboards etc.
8. Take care of plants and any animals in the department.
9. Assist in the maintenance of safety standards in the department.
10. Take responsibility for display work within the department.
11. Assist in the checking of materials and equipment before and after use by class for quantity and damage.
12. To adhere to the ethos of the School:
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of personal integrity and professionalism
 - c. To attend appropriate staff meetings and professional learning and development training
13. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.