

Middleton Grange School

Support Staff Position Description

Position Description:	SCIENCE LABORATORY TECHNICIAN
Employee's Name:	TBC
Appointment Anniversary Date:	TBC
Hours of Work:	30 hours per week term time only
Collective Agreement:	Support Staff in Schools
Position Grading:	TBC

Key tasks include

Support the Teaching Staff:

- Be honest, friendly, and approachable.
- Assist science teachers by preparing equipment and chemicals for experimental work – can be delivered to classrooms or left in a tray on the trolley.
- Make solutions and test them before sending them out to ensure they work, when required.
- Check the booking sheet multiple times a day and liaise with staff around any conflicts, health and safety concerns, lack of equipment etc.
- Purchasing consumables required for experiments. Check with the curriculum leader (CL) on new or expensive purchases.
- Complete reimbursement forms regularly (Fortnightly).
- Use the Science experiments OneNote and maintain / correct (if / when possible).
- Assist with practical work clean-up as requested.
- Notify TiC / CL or any excessive returned messes.
- Notify TiC / CL or any excessively messy / unsafe laboratories / unsafe practice.
- Promote health and safety practices in conjunction with the Lab Manager. Report concerns to the Curriculum Leader or the Lab Manager.
- Assist staff with practical work rehearsal – give advice.
- Assist teaching staff with running of practical activities when approval has been granted by the CL.
- Ensure that a risk assessment has been completed, before allowing access to equipment. Notify the CL of any breaches (new for 2021).

Maintain the Teaching Spaces:

- Check and maintain glassware, equipment, and chemicals in the labs.
- Weekly check of each laboratory – issues reported to TIC Phys, Chem, Bio, MS.

Maintain the Storage & Prep Spaces:

- Fix broken equipment (or arrange for repair) & make new equipment as skills allow as directed by the CL.
- Prepare chemical solutions & standardize as required.
- Clean spaces where the school cleaners are not allowed to go.
- Waste disposal (chemical and biological).
- Ensure equipment / chemicals are correctly stored.
- Maintaining the labelling of shelving and equipment.

General Administration:

- Keep an inventory of the chemical store and all chemicals in labs, with the help of the lab manager.
- Update main inventory as and when required.
- Maintain Safety Data Sheet records for chemicals in conjunction with the lab manager.
- Ensure chemicals are correctly labelled (work in progress on updating labelling).
- Maintain a list of all broken, damaged equipment that needs to be replaced.
- Order new equipment and chemical stock in cooperation with the CL.
- Keep up to date by utilizing relevant professional development opportunities and monitor the NZ lab technicians mailing list/group.
- Cleaning of cloths / towels.
- Clearing recycle bins and taking wheelie bin out.

Employee _____

On behalf of the Employer _____
Paul Hartstonge, Business Manager

Date: _____

Date _____