

JOB DESCRIPTION

NAME:

POST: LABORATORY TECHNICIAN – CHEMISTRY

Principle Responsibilities are:

1. To provide equipment and material as requested by the teaching staff at appropriate times for lessons.
2. To prepare materials, solutions and reagents as required for practical work and demonstrations across all school areas.
3. To manage the stock and equipment of the department, to advise on shortages and to assist in ordering of stock. Obtaining materials from supplies, including local purchase.
4. To set out and clear away materials as required for practicals in a timely manner.
5. To ensure that the disposal of materials takes account of Health and Safety requirements.
6. To clean and maintain equipment as required.
7. To report any faults or deficiencies in power, gas or water supplies to the relevant Curriculum Leader and caretaker.
8. To attend relevant courses, particularly in relation to Health and Safety.
9. To carry out visual safety checks, at least every term, of the standard equipment kept in labs. (e.g. safety goggles, methane burners, power packs etc) and report any issues to relevant Head of Department.
10. Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
11. To ensure that the storage and labelling of chemicals is in line with current regulations.
12. To monitor the stock of first aid materials within the department and make good as necessary.
13. To be flexible, willing to work with staff to improve teaching and learning.
14. Ensure that both routine and non-routine checking, clearing, maintenance, servicing, calibration, testing and repairing of equipment is carried out to the required safety standards.
15. To provide in-class support to teachers during practical sessions, when requested.
16. Maintain notice boards, put up displays, filing and photocopying, maintain and order stationary.
17. To undertake, additional duties that may arise out of changes in the department routine, curriculum or as part of the wider school support team i.e. exam cover.

At Wirral Grammar School for Girls it is neither possible nor desirable to allocate strict subject responsibilities to technicians.