**Chauncy School, Ware, Park Road, SG12 0DP**

**Laboratory Technician** **(Full Time during Term Time Only)**

**Pay Grade: H3 – £16,804 pa (FTE)**

**Hours: Monday to Friday 8 – 4pm**

**(15 minute morning break; 30 minute lunch break)**

Very occasionally, reasonable requests may be made of flexibility e.g. Annual Open Evening requires later hours but is compensated for by later start the next day.

**Contract: Probationary period of 2 terms, followed by permanent contract**

**Suggested Job Description**

**Purpose of the Role:** To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

**Responsibilities:**

* Set up resources/materials/equipment for lessons *(e.g. reliably making up chemical solutions to a high degree of accuracy)*
* Support structured and practical activities for groups or on a one-to-one basis
* Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use
* Safely and securely store allocated equipment and materials to prevent unauthorised access/ misuse
* Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order
* Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager
* Undertake record keeping, as directed.
* Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
* Caring for plants and/or animals, where appropriate

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**Individuals in this role may also undertake some or all of the following:**

* Secure and work with hazardous materials
* Provide clerical and administrative support as directed

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| **Knowledge**  Up to date knowledge of appropriate use of materials and equipment  Working at or towards appropriate national occupational standards (NOS), or supporting teaching and learning as appropriate to the type of technician role with knowledge/skills equivalent to national qualifications level 2 or equivalent experience in a specialist area.  Knowledge of procedures for preparation, use and maintenance of materials and equipment equivalent to national qualifications level 2.  Level 1 Safeguarding  Understanding of the Schools ethos and values  Manual Handling  Good understanding of H&S at work | **Competencies**  Communication (written and verbal)  Problem Solving  Listening  Detail Handling  Monitoring  Planning and organising  Teamworking  Flexibility |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**If you would like more information, please contact the school on 01920 411200 and ask to speak to Miss Kate Branston, Head of Science or Mrs Susan Browning, Office Manager.**