



## WYCOMBE ABBEY

### Job Description – Laboratory Assistant

**Aim:** Responsible to the Head of Department/Senior Laboratory Technician, the Laboratory Technician working as part of a team will contribute towards the efficient and smooth running of the Science Department.

**Hours of Work:** 21.75 hours per week during term time plus alternate Saturdays, plus two weeks per annum during School Holidays. Exact hours will be agreed with the Senior Lab Technician.

**Location:** Biology Department

#### Main Tasks:

- Organise on a daily basis the delivery of equipment and materials for all relevant lessons. This includes managing a booking system for lesson requirements, providing relevant materials and chemicals and setting up apparatus in a working condition.
- Clear away, clean and return equipment to storage after use and check condition of apparatus.
- Carry out minor repairs to equipment or organise their repair by outside contractors.
- Communicate and liaise with teaching staff where problems arise in fulfilling the above.
- Ensure laboratories are kept tidy and secure and to a standard to maintain efficiency. This includes maintaining levels of stationery, chemical solutions, clean glassware and other equipment.
- Trial any new experiments and investigate potential problems.
- Make new equipment where appropriate.
- Prepare apparatus for science clubs, open days and respond to any other demands for equipment.
- Liaise with other departments within the school where maintenance is required.
- Keep satisfactory records regarding book issues and other loans from the department.
- Keep and update records with regard to stock control.
- Submit an order list once a term taking account of current stock situation and information supplied by the Head of Department.
- Liaise with external companies concerning the purchase of equipment.
- Shop locally for items that are needed throughout the term.
- Order, make, check and assemble all equipment as necessary to fulfil the requirements of all external practical examinations.
- Undertake regular checks and keep records in order to comply with health and safety regulations. Dispose of all material in such a way that it complies with the recommended procedures.
- Repair and cover text books as required.
- Set up audiovisual equipment.
- Arrange for living specimens to be maintained, including during the school holidays.

#### Person specification

## **1. Team working**

Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team workload.

## **2. Using initiative**

Ability to work unsupervised and to take responsibility for your own actions with a good attention to detail. To be a “starter/finisher”, and to be proactive in seeking solutions to enable conclusion of tasks.

## **3. Customer Focus**

Able to build rapport easily, put the customer first and work hard to meet their needs.

## **4. Communication**

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience. To be proactive in advising colleagues of the status of tasks and key information. Able to maintain confidentiality.

## **5. Organisation**

Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.

## **6. Flexibility**

Successfully adapts to changing demands and conditions.

## **7. Special conditions**

The post is conditional to an enhanced DBS check.

Holidays must be taken within the School's holiday period.

### **Child Protection Statement:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School Values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.**