Laboratory Technician

Summary of Position:
The role of the Laboratory Technician is to:
- ensure the safe storage, handling, and preparation of chemicals and other materials
- provide materials and apparatus to teaching staff within an agreed timescale
- occasionally aid teaching staff with the supervision of students and assist during practicals, as requested/required
- ensure the smooth running of the laboratory by undertaking regular audits of materials and apparatus (reordering where necessary), carrying out regular WHS audits, carrying out minor repairs, and general associated clerical tasks.

Supervision:
The postholder is required to exercise significant discretion, autonomy, and judgement with regards to the provision of materials to a number of teaching staff, in an efficient and timely manner. They are to liaise with specialist academic staff in situations where specific knowledge and/or judgement is required.

Overall responsibility for this position is with the Science Coordinator under delegation of the Principal.

There are no other positions reporting to this position.

QUALIFICATIONS:
No specific qualifications are required for this position. However, the following qualifications and/or experience and knowledge are highly desirable:
- Knowledge of chemistry, physics, biology and other related scientific areas;
- Understanding of WHS regulations with regards to the labelling, handling, preparation and disposal of chemicals;
- Broad understanding of WHS regulations;
- First Aid.

TYPICAL SKILLS, DUTIES, RESPONSIBILITIES:

1. Prepare materials and apparatus for a number of teaching staff, accurately and on time, negotiating new timescales if necessary (such as multiple demands on resources or lack of availability); using discretion and judgement to modify apparatus where necessary.
2. Purchase chemicals and materials as required.
3. Clear away materials and apparatus when practicals completed, clean and store equipment.
4. Prepare accurate samples for subsequent analysis.
5. Prepare, handle, and dispose of biological materials in a safe manner.
6. Maintain Preparation Room and Laboratory in accordance with WHS, reporting any issues to the school WHS representative via regular audits.
7. Ensure safe storage or disposal of chemicals, radioactive substances and other hazardous items according to current legislation.
8. Prepare solutions of known concentration including concentrated acids.
9. Monitor chemicals in storage to ensure packaging and labelling are still intact.
10. Oversee storage, control, and maintenance of laboratory equipment and apparatus, repairing or organising repairs as required.
11. Dispose of laboratory waste in a safe and proper manner with due consideration for personal safety, safety of others, and protection of the environment.
12. Check deliveries against invoice and order, approve invoices for payment, liaise with companies re short deliveries etc.
13. Maintain chemical stock record, including ‘Register of Hazardous Substances’ (mandatory).
14. Conduct annual stocktake of materials and equipment.
15. Undertake risk assessments for procedures carried out in the preparation of chemicals for practicals.
16. Undertake risk assessments of all chemicals and ensure relevant SDS is available and current.
17. Monitor and keep records of risk assessments for all practical activities.
18. Assist in field trip preparations.
19. Maintain accounts for budget purposes; provide detailed analysis of spending as requested.
20. As requested by teacher, or as required, assist students with experimental work; assist in the maintenance of correct behaviour in a laboratory.
21. Assist in the design/demonstration of experiments, under supervision of an academic staff member, where some discretion and judgement are required.
22. Network with other school laboratory technicians with regards to the sharing of information and advice, and to keep up-to-date with changes to regulations and policies.
23. Attend appropriate Professional Development activities.
24. Monitor the success of requested practicals, noting improvements or issues for next time, suggest variations to experiments.
25. Maintain equipment registers for maintenance and stock take purposes
26. Ensure annual compliance checks on fume cupboard, electrical equipment and services.
27. Undertake care and maintenance of specialist scientific equipment including: - USB microscope, other microscopes and other specialised equipment that requires careful or detailed maintenance.
28. Ensure stock rotation of chemicals
29. Ensure new equipment is catalogued and labelled.
30. Assist the Science Staff in the researching, writing and planning of practicals keeping in mind the focus is on learning experiences for students.
31. Carry out minor repairs and maintenance of equipment
32. Organise additional repairs and maintenance of equipment
33. Preserve biological specimens (including insects, plants and animals)
34. Collect biological specimens and unstable chemicals
35. Establish records of practicals likely to be repeated in subsequent years
36. Liaise with suppliers and keep abreast of new apparatus and new technology.
37. Follow Animal Ethics Guidelines and liaise with Science staff regarding Animal Ethics.
38. Take reasonable care to protect my own safety and avoid adversely affecting the H&S of any other person through any act or omission, as far as is reasonably practicable.
39. Report and document hazards, near-misses and injuries
40. Keep up-to-date with current WHS legislation
41. Test the safety shower & eyewash in each laboratory, weekly and document.
42. Establish and maintain emergency procedures folder including:
   - Emergency numbers, evacuation procedures, map of isolation valves & safety equipment,
   - Chemical spill procedures
46. Maintain personal protective equipment used by staff including: respirators, goggles, face
   shield, safety screen and aprons.
47. Establish safe operating procedures for routine hazardous tasks.
48. Assist with locating electrical equipment for testing and tagging.
49. Ensure that electrical items requiring repairs are removed from circulation and that repairs
   are organised.
50. Ensure that first aid kits within the faculty are maintained and stocked with appropriate
   supplies, according to legislation.
51. Attend faculty meetings when required.
52. Respond to requests (via Science Coordinator) for equipment from other schools and local
   organisations.
53. Respond to requests from student with individual practical projects. Advise students on
   possible projects, methods to use and the equipment required.
54. Assist in the classroom by demonstrating equipment and techniques.
55. Advise and instruct teachers in new practicals, techniques and equipment.
56. Provide induction for newly appointed staff
57. Be consulted, by the Science Coordinator and involved in the design of Science Facilities.
58. Notify maintenance requirements.
59. Other duties as directed by the Head of Science.
60. Organise science displays/activities for College Promotional Events such as Open Days,
   National Science Week, etc.