

Laboratory Technician

Job Description

Grade: GRA - *Subject to Job Evaluation*

1. **Job Purpose**
 - 1.1 To provide support to the teaching staff with the Science Department
2. **Key Responsibilities**
 - 2.1 Requisition of consumables or equipment to maintain adequate stock levels after liaising with the Head of Department
 - 2.2 Maintenance of:
 - 2.2.1 Secure inventories
 - 2.2.2 Stock Control
 - 2.2.3 Issue of chemicals, apparatus, equipment, materials in accordance with specified procedure
 - 2.3 Assist with annual stock-taking within the Science Department
 - 2.4 Assist in preparation of budget for:
 - 2.4.1 Replacement and new apparatus
 - 2.4.2 Chemicals
 - 2.4.3 Equipment and materials within the Science Department
 - 2.5 Preparation of materials/samples for both classwork and examinations
 - 2.6 Preparation of cultures, plates, solutions, models, plant and animal slides in accordance with a known procedure
 - 2.7 Maintenance of:
 - 2.7.1 Aquaria and plants within the Science Department
 - 2.7.2 Animal experiments under the direct supervision of the Head of department with regard to the 1984 Animal Welfare and Cruelty Act (copies available from Science Inspector/DFE)
 - 2.8 Construct, test, collect and clean demonstration class and examination apparatus
 - 2.9 Build teacher aids, e.g. Light boxes, feeler boxes, models, under supervision
 - 2.10 Carry out safety checks in accordance with laid down instructions and codes of practice
 - 2.11 In the event of a chemical spillage, ensure to liaise with the Building Services Supervisor that laboratory floors, walls, benches, equipment and fittings are properly cleaned
 - 2.12 Be aware of the appropriate and safe storage of chemicals and where necessary inform other members of staff of known hazards
 - 2.13 Ensure the safe disposal of chemical preparations and toxic substances in accordance with relevant codes of practice
 - 2.14 Ensure the:

- 2.14.1 Preparation and clearing away of apparatus and materials
 - 2.14.2 Teaching staff are aware of the dangers of leaving equipment in an unsafe condition e.g. Breakages, spillages, emphasising the dangers of not informing the technician(s) immediately if any of these occur
 - 2.15 Within the Science Department, undertake photocopying or duplicating as necessary
 - 2.16 Reproduction of confidential examination materials
 - 2.17 Assembling material for:
 - 2.17.1 Cataloguing
 - 2.17.2 Stocktaking
 - 2.18 Where necessary, to control and maintain reprographic equipment and associated consumables
 - 2.19 To be responsible for:
 - 2.19.1 The storage and retrieval of stencils and standard documents
 - 2.19.2 The repair and recovering of textbooks
 - 2.20 To assist with exhibitions and displays for open days, festivals, plays, fetes, etc, including mounting/framing finished work.
 - 2.21 Where applicable issue audio visual equipment, files and aids as required
 - 2.22 Repair to equipment:
 - 2.22.1 Simple repairs to equipment/apparatus
 - 2.22.2 Manufacture simple replacement parts as required by the Science Department
 - 2.22.3 Arrange for repairs of other equipment with outside agencies
 - 2.23 The use of PC/WP Keyboard to input, amend and delete as may be required when carrying out normal duties
 - 2.24 Liaise with the Head of Department regarding the use of new information technology equipment
 - 2.25 Such other duties as may be commensurate with the grade and nature of the post
 - 2.26 To adhere to the ethos of the school
 - 2.26.1 To promote the agreed vision and aims of the school
 - 2.26.2 To set an example of personal integrity and professionalism
 - 2.26.3 Attendance at appropriate staff meetings and parents evenings
 - 2.27 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:
 - ~~4. Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.