



**Laboratory Assistant  
Position Description**

**Responsible to:** Head of Science Faculty, Senior Science Technician

**Hours:** 25 hours per week during term time.  
Sometimes additional hours may be required by the school by prior approval of Head of Department.

**Participating and Contributing**

- Supports and models the school's values at all times
- Supports and assists Laboratory Technician
- Does what is right and takes responsibility for own actions
- Understands the concept of work/life balance
- Accepts and manages personal responses to change in a positive manner
- Works collaboratively as a team member
- Identifies and participates in learning opportunities as appropriate for professional development.

**Service Delivery**

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| Operations      | <ul style="list-style-type: none"><li>• Assist the Science Technician as instructed to maintain the smooth function of Science faculty teaching</li><li>• Assist in setting up laboratories for class lessons</li><li>• Assist in the set out and tidy up of experimental and practical work as necessary including cleaning</li><li>• Assist with the setting up of computers and other ICT apparatus within the Science faculty</li><li>• Assist with the preparation of the laboratories and equipment for internal and external CIE practical examinations</li><li>• Assist in the care for living specimens, plants etc.</li><li>• Assist in labelling laboratory equipment, apparatus and supplies</li><li>• Assist in keeping laboratory equipment stocks current</li><li>• Assist researching new practicals to facilitate student knowledge and experience.</li><li>• Assist with filing sorting and compilation of scientific practical resources.</li></ul> |
| Health & Safety | <ul style="list-style-type: none"><li>• Assist in undertaking regular and appropriate checks of safety equipment and ensure first aid kits are fully stocked</li><li>• Assist in maintaining copies of SDS for chemicals and securing of hazardous substances in the laboratories</li><li>• Assist to ensure scientific equipment and resources are in full working order</li><li>• Report all maintenance requirements and accidents within laboratories to the Science Technician</li><li>• Assist in maintaining and annual inventory of chemical hazards in the school</li></ul>                                                                                                                                                                                                                                                                                                                                                                                   |

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| Equipment      | <ul style="list-style-type: none"> <li>• Assist with the maintenance and repair of laboratory equipment and apparatus, and identification and set up of new equipment.</li> <li>• Assist in maintaining an annual inventory of Science equipment and apparatus</li> <li>• Assist in maintaining an ongoing inventory of Science chemicals including forward planning for future practicals.</li> <li>• Assist with research and purchasing of laboratory supplies, equipment disposables and capital expenditure items.</li> </ul> |
| Environment    | <ul style="list-style-type: none"> <li>• Aid in clean-up of spills and breakages</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sustainability | <ul style="list-style-type: none"> <li>• Be conscious of waste and the environment, recycle where appropriate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |

### **Expected Outcomes**

1. The Science Technician is supported through the delivery of quality service
2. Relationships with students and teachers are positive