



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Laboratory Technician		
<b>Department:</b>	Education	<b>Section:</b>	FICS
<b>Reports to:</b>	Curriculum Leader of Science		
<b>Grade:</b>	Falkland Islands Government Grade – G	<b>Job Code:</b>	260LT1

## Overall Purpose of the Role:

The Laboratory technician provides direct technical support and services to the teaching and learning of science-based subjects, carrying out risk assessments as appropriate and ensuring all laboratory / science-based teaching activities are carried out in accordance with school policies and Health and Safety best practice.

## Key Role Activities:

### Technician Support

- Provide technician support for the Science Faculty.
- Preparing, assembling, setting up, and testing of materials, solutions, components, apparatus, tools and equipment as directed by the Science Faculty for use in practical lessons. Ensuring their retrieval, cleaning and clearing away after use.
- Carrying out demonstrations when required.
- Construct and modify apparatus as required by the faculty.
- Provide apparatus and materials for microbiological, radioactive and chemical work in compliance with COSHH standards.
- Ensuring the requirements for practical examinations/assessments are met, including attending practical examination previews if appropriate.

### Health and Safety

- The post holder will ensure that all staff comply with health and safety standards, including matters relating to COSHH and compliance with FIG and departmental policies, including:
  - Operating and monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
  - Arranging for the disposal of waste laboratory materials, including chemical and microbiological waste, animal waste meeting the requirements of FIG waste disposal.
  - Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms, and liaison on safety and relevant legal requirements
  - Ensuring that apparatus, equipment and tools are appropriately maintained and issued
  - Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
  - Helping to ensure that standardised risk assessments are available and that all staff are aware of their location. Maintaining a resource bank of safety information



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Laboratory Technician

**Key Role Activities:****Health and Safety continue**

- When trained, to give first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas.
- When trained, to carry out fire warden duties.
- Disseminate and implement all appropriate Health and Safety good practices with respect to science education
- Ensure safe practice is complied with, relating to teacher / technician skills qualifications, and student involvement in the labs and classrooms.

**Management of Facilities, Equipment and Curriculum development**

- Assist with the development of apparatus and equipment for use in practical activities.
- Assist with the establishment and maintenance of Science Department resources.
- Carry out and arrange for the maintenance and repair of apparatus and equipment.
- Carry out in-house repairs, calibration and maintenance and source contractors for external repairs
- Carry out PAT testing of main electrical equipment and annual monitoring of fume cupboards, complying with COSHH standards
- Maintain accurate records and logs of all maintenance and servicing of equipment & facilities.
- Assisting the Science Faculty to ensure that expenditure is in accordance with policy and accurate records are maintained. Liaison with school secretary as necessary.
- Maintain a thorough stock control and order system.
- Check deliveries & reorder essential items as necessary.
- Manage the inventory and account for losses.
- Ensure an up to date chemical database exists
- Maintain lab documentation systems including organisation of work sheets, filing, hazard data, legal records and risk assessments.
- Ensure correct use and simple maintenance of audio visual aids specific to the Science Department in consultation with the IT Technician.
- Take care of animals and specimens (greenhouse) for observational and experimental purposes
- To maintain, clean and develop the use of the greenhouse in order to establish varied plant stock for practical assignments
- To participate as directed in the development of the Science Department's practical and technical facilities to meet teaching/learning needs, including assisting in planning the layout of new facilities and advice on specialised requirements in furniture, fittings and services
- Helping to identify equipment needs in consultation with teaching staff, participating in the selection of new items. Advising on best-value suppliers.



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**Key Role Activities:****Management of Facilities, Equipment and Curriculum development continue**

- Maintaining awareness of recent scientific and education developments. Advising teaching staff of the technical requirements raised by the curriculum and identifying, in conjunction with teaching staff, the technical support needs generated by curriculum development.
- Develop and implement systems in the laboratories and preparation rooms to improve the technical support service.

**General duties**

- Ensure the laboratories, chemical store and preparation rooms are secure when not in use.
- Help organise lessons if the teacher(s) are absent.
- Other appropriate technical duties as requested by the Curriculum Leader.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

**Additional Information:**

A mature attitude with a high level of personal integrity is required. The post holder will need to be organised and methodical with a genuine enthusiasm for science and the teaching of science. The ability to work independently and as part of a team is essential. The technician will need to be able to use initiative; be self-motivating and have excellent problem-solving skills.

**Criminal Record Checks: (This post is regarded as a sensitive post)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Laboratory Technician		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
Knowledge of science in relation to the main subject specialisms and curricular requirements	✓		A
Understanding of laboratory methodologies and practices, quantities and reactions of mixing chemicals and hazardous materials	✓		A / I
Able to perform mathematical and scientific calculations	✓		A / I
Experience of dealing with laboratory equipment, e.g. electrical equipment, fume cupboards, pressure vessels, etc	✓		A / I / R
Compliance and standards: understanding of COSHH Health and Safety, policies and procedures	✓		A / I
Previous experience in a similar role	✓		A / I / R
Ability to communicate effectively with pupils and persons at all levels	✓		A / I
Ability to carry out risk assessments in relation to technician's work	✓		A / I / R
Excellent organisational and administrative skills in order to maintain accurate and detailed health and safety records and inventories	✓		A / I / R
Ability to identify work priorities organise own tasks with minimum supervision; to set and work to agreed targets	✓		A / I
Preferably 2 years' experience in a school setting		✓	A / I / R
Ability to offer professional guidance and assistance to students and teachers on the practical aspects of the science curriculum		✓	A / I / R
Ability to oversee the induction and training of new technical staff and / or students in safe handling of chemicals and the operation of apparatus/equipment.		✓	A / I
Ability to lead and direct the work of a team		✓	A / I / R
Knowledge of external suppliers and contractors		✓	I



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<b>Person Specification:</b>	Laboratory Technician		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Able to positively promote the school's ethos, aims and values of the school	✓		I/P
A genuine enthusiasm for science, coupled with a flexible and innovative approach.	✓		I/P
Able to sensitively respond to students of varying academic abilities	✓		I/P
Able to respond appropriately to inappropriate student behaviour	✓		I/P
Able to develop good personal relationships with students and adults.	✓		I/P
Display a commitment to safeguarding young people.	✓		I/P
Willingness to work flexible hours to suit workload/deadlines.	✓		I/P
<b>Person Specification:</b>	Laboratory Technician		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications and Training:</b>			
Evidence of a good level of English and Maths (e.g. GCSE Grade C in English and Maths)	✓		A/T
ICT literate	✓		A
Education to Level 3 or equivalent in at least one Science subject	✓		A/I
BTEC/TEC Higher Certificate or Advanced City and Guilds or HNC/HND or BSc or equivalent		✓	A
First Aid certification & Fire Warden certification		✓	A
PAT testing trained (in-service inspection of electrical equipment and management requirements for the maintenance of electrical equipment)		✓	A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			



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**Method of Assessment:**

A - Application Form  
I - Selection Interview  
R - Reference  
P – Presentation  
T- Test