

Job title: Laboratory Technician

Month-Year
September 2023

Mission: To support the following BSB strategic Priorities

1. Care - Provide a caring and supportive environment that embraces diversity and equality so that our school community feels respected and able to thrive.
2. Community -Build a positive and welcoming community for all members of our school. Fostering and valuing collaborative partnerships with students, parents, and wider school partners, to drive and celebrate success.
3. Growth - Provide students with the opportunities, support and challenge to grow as individuals and to become successful young citizens. Develop an exciting and engaging environment in which staff reflect, innovate and create.
4. Learning -Develop a community where all members are active learners who embrace creativity, innovation and challenge.

Safeguarding: To comply with safeguarding policies, procedures and code of conduct. To demonstrate a personal commitment to safeguarding and student/colleague wellbeing. To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. To engage in safeguarding training when required.

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> • Maintain adequate stock control. • Ensure annual compliance with Health and Safety Regulations. • Excellent practical science lessons taking place 	<ul style="list-style-type: none"> • <i>Excellence:</i> We aspire to achieve excellence in everything we do, no matter how big or small • <i>Collaboration:</i> Together, we are more aligned and more effective. • <i>Respect:</i> We treat all with fairness, compassion and respect • <i>Integrity:</i> We do what we say we will do. • <i>Accountability:</i> We have a clear sense of what is expected of us and we do our utmost to deliver, taking our responsibilities as educators seriously. 	<ol style="list-style-type: none"> 1. Managing and organizing <ul style="list-style-type: none"> To organize and control the stock materials, including storing of chemicals and equipment and stocktaking of apparatus and chemicals. To help control and plan the development of resources in the curriculum area. To provide records, information, reports as required by school policy and procedures. To comply with and enforce safety protocols in the school laboratories, storage facilities and prep-rooms, including disposal of waste material and undertaking and managing risk assessments/health and safety issues. 2. Preparation of Materials for practicals <ul style="list-style-type: none"> To trial and develop experiments. To make solutions and clean materials. To assembly apparatus. To prepare bacteriological plates, slopes and cultures. To deliver to labs, to assist with demonstrations and to clean of equipment. 3. Other responsibilities <ul style="list-style-type: none"> To participate in the school's staff development programme. To continue personal development in relevant areas. To engage actively with the school's performance management programme. To carry out daily procedures in line with school policy. To help with extra-curricular activities as required. To work as a member of a team, positively contributing to effective working relations within the school. To attend department meetings as required. To do anything reasonable required by the Headteacher. 	<ul style="list-style-type: none"> • Strong organisational skills. • Ability to work in a team. • Ability to manage change sensitively and effectively. • An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures.

Profile:

- Relevant professional training (Laboratory) or University undergraduate or graduate degree in Science (Pharmacy, Chemistry, Biology).
- Previous experience in schools and laboratory context desirable.
- B2 English Level or equivalent and Computer literate (Microsoft Office and online platform applications)

Relationships:

- INTERNAL: Pupils, Colleagues, Heads and Support Staff.
- EXTERNAL: Parents, Families and 3rd parties

Hierarchical dependency:

- Direct Report: Head of Science

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed.

Signed: Name (Print): Date: