



# Oxford Sixth Form College

A NORD ANGLIA EDUCATION SCHOOL

## JOB DESCRIPTION

**Job Title:** Laboratory Technician

**Reports to:** Director of Studies (Mathematics & Sciences)

**Liaises with:** Teachers of biology, chemistry and physics; Director of Estates & Facilities

**Location:** Oxford

<b>Key Responsibilities</b>	<b>Activities that are likely to be carried out</b>
Under the (overall) control of the Director of Studies to coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.	Preparation of resources including preparation of standard and other solutions, materials, cultures for living organisms and assembling apparatus. Ordering materials. Giving technical advice to students. Carrying out risk assessments for activities. Trialing practical activities. Assisting in practical classes & carrying out demonstrations. Constructing and modifying apparatus.
To ensure the maintenance of a healthy & safe working environment through: actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources; keeping up to date with current procedures and practices through continuing professional development; the provision of technical advice and support on health & safety issues to teaching staff; the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards; the healthy & safe storage and accessibility of equipment and materials.	Keeping up-to-date with health & safety requirements and with developments in practical science. (Attending courses & reading publications). Giving health & safety advice to technical staff, teachers and students. Disposal of waste materials in liaison with the Director of Estates & Facilities. Checking fume cupboards, pressure vessels and first-aid kits; carrying out electrical and other safety checks, etc. Organising, storing and checking the condition of chemicals and equipment – e.g. eye wash, Still descaling. Attending department meetings.
To contribute to the design, development and maintenance of specialist resources and/or long-term projects.	Setting up and caring for plant and animal collections. Preparing standard solutions, purifying chemicals, treating and appropriate disposing of waste (not limited to biohazard and organic solvents).
To support the teachers and Director of Studies in ensuring the availability of suitable materials	Checking stock, ordering.



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and equipment, helping to compile orders and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels. Keeping up-to-date stock records.	Keeping stock records.
Under the (overall) guidance of the Director of Studies and teachers to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.	General laboratory cleaning of bench surfaces and fixed equipment. Cleaning used and repair of equipment.
<p>Under the supervision/direction of Director of Studies and/or teachers, to provide general assistance in the safe storage, transit and accessibility of resources, including helping to:</p> <ul style="list-style-type: none"><li>• Ensure that stock levels are maintained and future requirements are identified;</li><li>• Ensure the availability of suitable resources;</li></ul> <p>Compile orders and to liaise with suppliers and finance departments as/when required.</p>	<p>Delivery of equipment, materials and organisms to rooms.</p> <p>Collection of, checking and returning resources to stores</p> <p>Maintaining resources, including routine repairs</p>

## Additional Duties

- To attend relevant professional development courses and external meetings as representative of the College
- To carry out any duties at all times in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding Policies
- Incorporate into the role the philosophy of the values and vision stated by the Nord Anglia Education Group
- To undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require

## Safeguarding

Oxford Sixth Form College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*