

**Job Title:** Lab Assistant

**Reporting to:** Senior Science Technician

**Grade:** XX

### **Overall purpose of the post**

Support teaching and learning in the Science Department on a day to day basis.

### **Main duties and responsibilities**

- Organise apparatus and resources prior to lessons, including the construction, preparation and checking of any practical equipment, with the exception of making up of chemicals, this would be done by the senior science technician and the technicians;
- Ensure work left by absent teachers is delivered to the classroom as well as any other resources prior to the start of the lesson;
- Assist with the storage and replacement of resources required for the delivery of Science;
- Maintain accurate inventories of departmental resources;
- Ensure all prep rooms are fully stocked, clean and tidy.
- Assess future stock requirements and place orders as required for departmental resources and stationery;
- Clean classrooms areas and remove apparatus at the end of each lesson;
- Review and re-organise the storage of apparatus on a regular basis;
- Take an active role in ensuring all Health and Safety procedures are met;
- Ensure department adheres to relevant guidance and procedures;
- Participate in appropriate meetings relevant to the above duties.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the academy.