

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Laboratory Technician – Level 1	Post No: GEN85	Grade: HC3
Organisational information: Responsible to: Head of Science / Senior Laboratory Technician Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: n/a Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> Pupils and staff <i>External:</i>		
Main Purpose of Job: To help 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: <ul style="list-style-type: none"> ▪ Preparing of resources, assembling apparatus; ▪ Obtaining materials by local purchase 		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> To ensure the maintenance of a healthy and safe working environment through: <ul style="list-style-type: none"> • Actively contributing to the assessment, monitoring and review of both • Health and safety procedures and information resources; • Keeping up to date with current procedures and practices through continuing professional development also attending courses and reading publications; • The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards; • The health and safe storage and accessibility of equipment and materials; • Attending departmental meetings; To assist the science department/senior technician with the day-to-day organisation to ensure that essential performance standards are achieved: <ul style="list-style-type: none"> • Organising practical activities as required; 		

To contribute to the design, development and maintenance of specialists resources and/or long term projects:

- Constructing and modifying apparatus;
- Preparing standard solutions, purifying chemicals, treating waste;

To support the team leader/senior technician in ensuring the availability of suitable materials and equipment and keeping up to date records of stock.

To ensure that both the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the specified standard as and when required:

- Collecting, checking and returning equipment to stores;
- General laboratory cleaning of bench surfaces and fixed equipment;
- General cleaning and repair of equipment;

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

- Disclosure type: enhanced.
- May be required to undertake safeguarding training at appropriate level to the role.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

September 2025

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Laboratory Technician – Level 1		Post No: GEN85	Grade: HC3
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	Previous Laboratory work		AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • I T Skills • Able to service and maintain Science equipment • Good listening skills • A willingness to work flexibly with other team members to meet work priorities • An ability to be calm, even under pressure • Drive and assertiveness in the appropriate context • Ability to use own initiative • Ability to work to a consistently high standard • The ability to communicate with a wide variety of people most importantly pupils and staff • Excellent organisational skills 		AF, I
Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> • GCSE 4-9 (A*-C) or • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0 		AF, I Fluency Duty - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> • Willingness to work within the ethos of the school • Police Clearance • Willing to undertake further training 		I DBS check
Line Manager Signature:			
Date:			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

September 2025