

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

Position Title	Science Laboratory Technician	Reference: January 2024
Function/Department	Secondary School	Location: AIS
Manager Title	Head of Department	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The Laboratory Technician is a support role designed to assist the Science teachers in the preparation of equipment and materials for classes and ensuring that the environments are appropriately maintained and organised.

Responsibilities

- Preparing equipment for practical lessons in collaboration with teachers as required and in a timely manner.
- Preparing and maintaining chemicals and chemical solutions using safe practices.
- Ordering and maintaining resources including laboratory equipment, chemicals and stationery as required to ensure that stocks are as required at all times.
- Ensuring all safety equipment such as fire extinguishers are maintained and safe.
- Organising classroom and faculty displays in collaboration with and as directed by teachers.
- Ensuring laboratories are organised and tidy.
- Assisting with some classroom supervision when required.
- Organisation and collating documents such as competition entries and certificate distribution in collaboration with the Head of Department.
- Maintaining faculty files and resources collection as directed by the Head of Department.
- Liaising with external organisations to assist with the organisation of excursions.
- Completing an annual stock take of laboratory resources.
- Completing some data entry on the school administration system.
- Attending special events and excursions (as required).
- Attending Professional Development days (as required).
- Attending Secondary Staff meetings and Whole School Staff Meetings (as required).

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Excellent administration skills.
- Solid interpersonal and communication skills and the ability to work collaboratively with the Science team.
- Strong organisational skills and time management.

Qualifications

- Experience – a minimum of 2 years' experience in a science-related role, such as in a laboratory or scientific environment.
- Candidates must have experience in handling chemicals and sound knowledge of safe handling practices and Health and Safety in a laboratory environment.
- Education – A minimum of A-levels and a further qualification in Science. A Bachelor's degree in Science would be an advantage.

Contacts

- Teachers, Students, Head of Science, Laboratory Assistants.

Working Conditions

- Handling of chemicals and dangerous substances.

Terms of Employment

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- Working Hours: **8:00 am – 4:00 pm, Monday to Friday**
- Annual Leave: **during prescribed school holidays**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **1 full Term**
- Reference Check: **Required**
- Background check: **Required**