

Job Description

– Science Laboratory Assistant



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Science Laboratory Assistant
Reports to	HOD Science
Working Relationships	SLT Senior Leadership Team, Teaching Staff

Employment Status: Part-time | 8 hours per week | Term Time Only

Purpose of the position

To liaise with staff and prepare practical resources to support teaching and learning. To manage and maintain equipment, stock materials and storage systems. To support safe practice in managing hazards in the science department.

Key Responsibilities	Appraisal Indicators
Practical Preparation & Maintenance	Timely preparation of science materials for experiments
Maintain stock & equipment	Undertake periodic stock take of science department equipment
Hazard Management	Display actions of safe disposal of waste and micro-organisms

Tasks and Duties

Practical Preparation & Maintenance

- Prepare equipment, and materials required for demonstration and class practical work, practical tests & examinations
- Advise staff about practical work, resources & equipment available
- Support staff to provide students with chemical & equipment requests for individual projects

Maintain Stock & Equipment

- Set up, operate and run checks on general equipment in the department
- Make simple pieces of equipment and carry out simple repairs
- Arrange for repairs & maintenance of equipment & resource books
- Perform calibration checks & standardisations
- Operate an efficient system of stacking, storing, transporting, distributing equipment
- Conduct periodic inventory check of science equipment.
- Obtain/collect non-living materials/specimens for dissections & experiments.
- Clean special equipment and glassware which needs extra cleaning or special treatment
- Operate a system for chemical storage, labelling, use, disposal & inventory to meet HSNO & departmental policy requirements.

Hazard Management

- Assist with security of science laboratory & equipment
- Display actions of safe disposal of waste and micro-organisms

General Responsibilities**Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	