

Laboratory Assistant Job Description

Role Summary	<ul style="list-style-type: none"> ♦ To support the effective running, maintenance and cleaning of the Science labs ♦ To support the Science laboratory technician in the preparation of materials for practical work.
Main Accountabilities	<ul style="list-style-type: none"> ♦ <u>Preparation of practical materials.</u> To work under the supervision of the senior technician to prepare materials in response to teacher requests. This may involve assembling equipment, making solutions and purchasing of items required for investigation. ♦ <u>Cleaning glassware and other equipment.</u> To clean glassware used by students and the restacking of the shelves so that there is always adequate supplies of glassware for student use. Ensure that the store room is tidy and in good order. ♦ <u>Maintenance and cleaning of laboratories.</u> Cleaning whiteboards between lessons and other fixtures, wiping down benches and sweeping floors to ensure laboratory space in is clean and functional state including the corridor outside the laboratories. Minor repairs of equipment, fixtures and furniture may also be called for. ♦ <u>General Duties.</u> During summer break some work for the general maintenance team may be required. ♦ <u>Other Duties.</u> Performing any other duties as assigned by his/her line manager(s) i.e. senior technician, head of department and science teaching staff as required and during summer break, maintenance supervisor as required.
Typical reporting Relationship	<p>Reporting directly to the senior technician.</p> <p>Head of Department and Science teaching staff as required.</p> <p>During summer break, maintenance supervisor as required.</p>
Development / Training to support role competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the appraisal process.</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the appraisal process.</p>