

Job description

Laboratory Technician

Reports to: Curriculum Manager - Science, Mathematics and IT

Purpose of the post: To work closely with the Curriculum Manager to ensure the provision of high-quality and well-organised laboratory services and the meeting of all health and safety requirements. This is a part-time post for up to two hours a day in term-time. The role is expected to contribute to an outstanding learning environment with an aspirational culture throughout the college.

Safeguarding: Oxford Tutorial College is committed to the safeguarding of its students and staff. All members of staff must be aware of the Child Protection policy and procedures, and must report any concerns immediately to the Child Protection Officer, the Director of Student Services or the Director of Studies.

Specific responsibilities of the post:

1. To communicate effectively, supply information as required and to seek support where necessary
2. To organise the safe storage of all equipment and materials each day and to be responsible for the safe disposal of waste and hazardous materials according to the relevant regulations and guidelines and in line with good practice.
3. To maintain inventories of all equipment and materials and to place orders for new stock with the Curriculum Manager's permission
4. To have a good understanding of the requirements of the practicals being carried out and the specifications and examinations to which they apply; and to advise and support teaching staff in the safe and proper use of equipment and materials
5. To ensure that routine and non-routine checking, cleaning, maintenance, calibration, repairs and testing (including PAT and fume cupboard tests) are carried out to meet the requirements of the law and of health and safety; to ensure that all chemicals are in date.
6. To maintain all compliance and regulatory records, including risk assessments, and produce them as required
7. To retain a high level of training on the details of specifications and examinations
8. To work with the College's Performance Review process
9. To undertake any tasks reasonably requested by the Curriculum Manager or Senior Management

Person specification

Essential:

1. Experience of technician work in a laboratory
2. Good communicator
3. ICT competence

Desirable:

1. Knowledge of relevant A-level specifications
2. Sense of humour and willingness to contribute to the community
3. Flexible availability