

Sample Job Description

Laboratory Manager

Reports to: Principal and Head of Science

Key Duties:

- ★ To take responsibility for hazardous substances used in our laboratories and for safe procedures in the laboratories.
- ★ To develop safe laboratory procedures to be used in the laboratories and to act promptly when there is a breach of safety procedures.
- ★ To ensure appropriate safety equipment is available, is maintained and is used correctly in our laboratories.
- ★ To ensure chemicals and other substances or equipment used in Science laboratories are stored appropriately, used safely and disposed of correctly in accordance with legislation and local bylaws.
- ★ To be familiar with appropriate legislation around safe laboratories. This will include legislation in the Health and Safety Act, the requirements of the Ministry of Education ([Safety and Science/Pūtaiao:Guidance for Aotearoa New Zealand Schools and Kura](#)) and local council bylaws.
- ★ To manage the Risk Assessment process for practical laboratory work and approve as appropriate.
- ★ To manage the behavior of both staff and students in our laboratories to ensure a safe teaching environment.
- ★ To source appropriate Professional Development to ensure they keep up to date with legislation and best practice.
- ★ To ensure existing and new staff are aware of appropriate laboratory safety procedures and relevant Health and Safety legislation and Ministry of Education requirements.
- ★ To delegate in writing the responsibility of Laboratory Manager when not available.
- ★ To manage the laboratory budget for equipment, chemicals, safety equipment, other materials and equipment repairs and maintenance as appropriate.
- ★ To manage other science technicians/laboratory assistants where appropriate.

- ★ To collaborate with teachers on lesson planning, student assessments, planning of the curriculum to ensure student and staff safety in the laboratory.