

**CLAREMONT HIGH SCHOOL ACADEMY**

**JOB DESCRIPTION – LEAD TECHNICIAN**

**Full Time Post: Fixed Term Contract Initially**

 **Salary Scale 5 Point 24 £21,962 p.a. (£19,627.39 p.a. pro rata)**

**Negotiable for the right applicant.**

**35hrs per week Term Time plus 10 days**

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| **Responsible for :** | * **Preparation, assembly, demonstrations and disposal of laboratory experiments;**
* **Maintenance and provision of three Science Laboratories.**
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| **Purpose and Objectives of Work:** | **To ensure:*** **Laboratory experiments and demonstrations are prepared to schedule and required standards in accordance with delegated teachers’ requisitions and the science curriculum;**
* **Experimental materials are cleared, cleaned, restocked and disposed of safely;**
* **Laboratories, equipment and supplies are maintained in the necessary state of readiness for teaching;**
* **Preparing media and equipment including visual aids, handouts, photocopies and computer equipment;**
* **Supporting and co-operating with other team members to meet overall laboratory work, needs and goals.**
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| **Main Duties and Activities** | * Preparing laboratory experiments and demonstrations to meet teaching requisitions delegated by the Senior Laboratory Technician;
* Movement of equipment and demonstration between preparation areas and laboratories within the Science Teaching Room;
* Adherence to Health and Safety standards, guidelines and procedures particularly including laboratory reagents, biological hazards, electrical hazards;
* Reprographics;
* Clearing, cleaning, restocking and disposing of laboratory experimental and demonstration equipment and supplies;
* Maintaining laboratory supplies and requisitioning maintenance through the Senior Laboratory Technician;
* Laboratory maintenance;
* Fabrication of basic science equipment;
* Assisting in stock taking and material control of equipment, supplies and books in the assigned laboratories;
* Completing reports to the Senior Technician for health and safety incidents.
* Maintenance of displays

**Other appropriate duties as requested by the Senior Laboratory Technician** |