

**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.** |
| **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** |