**POST TITLE:** Laboratory Technician

# GRADE: Grade E, Points 13-15 depending on experience

**RESPONSIBLE TO:**  Senior Laboratory Technician

**PURPOSE OF THE JOB:**

To work as part of a support team in helping the school in attaining its aims and objectives by providing timely and effective assistance to all teaching staff in the department in discharging their curricular responsibilities to students throughout the school, including candidates undertaking special projects as assigned

## MAIN OBJECTIVES

1 Provide timely and effective preparation of materials for lessons, through regular liaison with teaching staff.

2 Ensure workplace and preparation areas are cleared after lessons and at the end of the day.

3 Ensure that equipment is kept clean and report any defects to Senior Technician.

4 Maintain file storage systems of worksheets, schemes of work, risk assessments, revision guides and past exam papers.

5 Checking and compiling stock lists for chemicals, apparatus and resources.

7 Routine maintenance of biological equipment, including microscopes.

8 Advise the Senior Technician and Head of Subject on practical improvements to enhance the use and service of the department to support delivery of the curriculum.

9 Implement Health and Safety policy, to ensure standards are observed to include provision of safety information for relevant practicals and advice teaching staff where necessary.

9 Liaise and consult with CLEAPPS for clarification on health and safety regarding preparation of materials and science practicals.

10. To assist in lesson where required, such as during A level assessments, ensuring all students have necessary apparatus and trouble shoot faulty equipment.