**Staindrop School an Academy**

**Job Description for Laboratory Technician**

**Line Manager:** Head of Science

**Main purpose of job:** To assist in the school science labs, undertaking risk assessments, preparing for lessons and experiments, ensuring all apparatus and chemicals are correctly handled and maintained in accordance with COSHH standards. The Technician will be required to support in other departments (Design and Technology).

**Responsibilities specific to post**

* Daily preparation of all apparatus, equipment and solutions for each science lesson
* Maintaining of labs, stockrooms, stores, equipment, stationary and displays
* Ordering of new equipment and stock under the supervision of the Head of Science
* Providing scientific support for science teachers in order that they are prepared for their lessons
* Assisting in practical classes and carrying out scientific demonstrations and providing ICT support
* Constructing and modifying apparatus
* Keeping up to date with health and safety requirements and with developments in practical science (attending courses and reading publications)
* Disposal of waste materials
* Being mindful, in all duties of Health and Safety regulations, and offering advice to science staff and students
* Preparation of teaching materials, providing reprographic support and keeping department displays updated.
* Carrying out any other reasonable duties necessary to the efficient functioning of the science departments
* To assist in other areas of the school i.e. Design and Technology and Art
* Any other duties deemed appropriate by the Headteacher

**Salary and Hours**

* Grade 2 Scale 10-13 (£12,352 - £13,733)
* Permanent position, 37 hours per week, term time only plus 5 days

Monday – Thursday 8.30am-4.30pm and Friday 8.30am-4pm