



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

<b>Responsible for :</b>	<ul style="list-style-type: none"><li>➤ Preparation, assembly, demonstrations and disposal of laboratory experiments;</li><li>➤ Maintenance and provision of three Science Laboratories.</li></ul>
<b>Purpose and Objectives of Work:</b>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"><li>➤ Laboratory experiments and demonstrations are prepared to schedule and required standards in accordance with delegated teachers' requisitions and the science curriculum;</li><li>➤ Experimental materials are cleared, cleaned, restocked and disposed of safely;</li><li>➤ Laboratories, equipment and supplies are maintained in the necessary state of readiness for teaching;</li><li>➤ Preparing media and equipment including visual aids, handouts, photocopies and computer equipment;</li><li>➤ Supporting and co-operating with other team members to meet overall laboratory work, needs and goals.</li></ul>
<b>Main Duties and Activities</b>	<ul style="list-style-type: none"><li>➤ Preparing laboratory experiments and demonstrations to meet teaching requisitions delegated by the Senior Laboratory Technician;</li><li>➤ Movement of equipment and demonstration between preparation areas and laboratories within the Science Teaching Room;</li><li>➤ Adherence to Health and Safety standards, guidelines and procedures particularly including laboratory reagents, biological hazards, electrical hazards;</li><li>➤ Reprographics;</li><li>➤ Clearing, cleaning, restocking and disposing of laboratory experimental and demonstration equipment and supplies;</li><li>➤ Maintaining laboratory supplies and requisitioning maintenance through the Senior Laboratory Technician;</li><li>➤ Laboratory maintenance;</li><li>➤ Fabrication of basic science equipment;</li><li>➤ Assisting in stock taking and material control of equipment, supplies and books in the assigned laboratories;</li><li>➤ Completing reports to the Senior Technician for health and safety incidents.</li><li>➤ Maintenance of displays</li></ul> <p><b>Other appropriate duties as requested by the Senior Laboratory Technician</b></p>