

School name

For full details

Location

City

Job title

Salary

Permanent or temporary?

Full / Part time / Term time only?

Job description

To prepare, set out, clean and replenish equipment and materials required for demonstrations and class practical work.

To trial new practical activities and produce experimental values as required

To periodically check, repair, clean, maintain and construct laboratory apparatus, equipment, models, exhibitions and specimens.

Maintenance of chemical records and stock control.

Actively help to maintain a healthy and safe working environment to include safe storage and disposal of hazardous chemicals and biological waste, and handling of radioactive sources (full training given).

To assist in carrying out annual inventory checks, checking deliveries, making local purchases.

Use of computers to complete day to day administration tasks including: access and maintain annual inventory, chemical inventory and stock control, update practical protocols, produce activities and resources for students, scanning of articles and documents, use of Google for scientific research and for purchases for the department. To access e mails.

To assist with the issue and return of textbooks, checking and carrying out repairs.

To assist in the production of teaching resources, model and activity making, photocopying and binding.

Give general assistance to other curriculum departments and college events as reasonably requested.

Relevant experience required? Yes No

Specific qualifications required? Yes No

Additional skills required? Yes No

Please list requirements

CPD? Yes No

Induction programme?

Yes No

Pension scheme?

Yes No

Start date of employment

Closing date for applications