

School name

For full details

Location

City

Job title

Salary

Permanent or temporary?

Full / Part time / Term time only?

### Job description

- assembly, preparation and dismantling of equipment for class practicals, assessments, demonstrations and examinations
- to liaise with the St Paul's Junior Science Teaching Staff coordinating and prioritising requisitions for lesson preparation.
- to observe safe practices in accordance with CLEAPSS Hazcards/Info. Handbook, COSHH regulations and School Safety Policy in the management and distribution of equipment and chemicals.
- stock taking of equipment in the department; restock general stock items via Chief Laboratory Technician
- to keep the prep room and laboratories clean and tidy at all times.
- to test equipment; general repairs to equipment and assembly/construction of apparatus.
- to wash-up glassware and store safely.
- collection from local shops for sundry items for practicals.
- Photocopying and general departmental administration as required.
- to report faults or 'service' problems through Line Manager.
- to be vigilant over the security of laboratories and equipment.
- to provide assistance to teaching staff when the need necessitates.
- to assist in other areas of science in both Senior and Prep schools if the need arises
- any duties reasonably required by the line manager.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

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

ASAP

Closing date for applications

6 June 2018 (12.00pm)