**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Laboratory Technician |
| **Grade** |  |
| **Responsible to** | Senior Laboratory Technician |

Purpose or Function 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. Preparation of all apparatus for practical lessons throughout the school.
3. Ensure that equipment is kept clean ie glassware and sinks.
4. To clear and tidy workplaces and preparation areas after lessons and at the end of the day.
5. Checking and compiling stock lists for chemicals, apparatus and resources.
6. Routine maintenance and repair of Audio-Visual Equipment liaising with Reprographic Assistant. Arranging external repairs when necessary.
7. Any other duties relevant to the post.