

The Priory School, Shrewsbury
Job Description
Laboratory Technician

- The post is Grade 5.
- Based at The Priory School, Shrewsbury.
- The appointment is permanent, term-time only for 12 hours per week.
- The appointment is subject to one month's notice on either side.
- The Conditions of Service will be those specified by the NJC for Local Authorities Administrative, Professional, Technical and Clerical Staff.

Note: The Priory School is designated a no smoking workplace.

DUTIES AND RESPONSIBILITIES

- Putting out and clearing away apparatus in laboratories
- Preparation of materials, solutions, specimens and apparatus
- Checking, cleaning and replacing basic equipment in all laboratories
- Clearing spills and breakages
- Collecting wildlife specimens
- Filing
- Looking after plants
- Making, cleaning, testing, servicing and repairing equipment
- Photocopying
- Making regular safety checks on equipment
- Placing orders and checking deliveries
- Setting up and dismantling apparatus
- Setting up audio-visual aids and computers
- Tidying-in and maintenance of laboratories
- Checking equipment before and after use by a class for quantity and damage
- Supporting Science teachers during Educational visits and activities in school.
- Stocktaking
- Using computer to prepare lists and labels
- Comply with appropriate Health and Safety regulation
- Assisting with the training of new staff
- Plus any further duties as directed by the Head of Science or Senior Science Technician

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.