



STONE LODGE
SCHOOL

Job Description

Job Title: **Lab Technician**

Salary: Grade 5 point 14 – 18. FTE £25,900 - £28,613 pa (actual salary £22,277 – £24,610) depending on experience.

Hours: 37 hours per week (term time plus 5 inset days), between 8am – 4pm.

Start date: ASAP.

Responsible to: Department Lead.

Job Purpose:

To provide technical support to the science department, ensuring the safe and efficient preparation and maintenance of laboratory equipment and materials for practical lessons. The role supports teaching staff and students in delivering high-quality science education.

Key Responsibilities:

- Prepare and set up equipment, materials, and chemicals for science lessons and practical experiments.
- Ensure laboratories and prep rooms are kept clean, safe, and well-organised.
- Maintain laboratory equipment and apparatus ensuring it is stored safely.
- Safely store and dispose of chemicals and hazardous materials in accordance with health and safety regulations.
- Assist in the development of new practical activities and demonstrations.
- Assist with administrative tasks including inventory records and lesson preparation.
- Support teaching staff during practical lessons when required.
- Monitor stock levels and order supplies as needed.
- Maintain accurate records of inventories, safety checks, and risk assessments.
- Implement safety procedures and health & safety checks.
- Ensure compliance with COSHH, CLEAPSS, and other relevant safety guidelines.
- Provide support for extracurricular science activities and events.
- To contribute to creating a purposeful and supportive learning environment.
- Promote positive behaviour around the school in line with the school's Behaviour Policy.
- Support students' social and emotional well-being and reporting concerns to the teacher or Safeguarding Lead as appropriate.
- Promote student inclusion within the school, supporting and encouraging communication, learning and social skills.
- Participate in training and performance development programs as required.
- Attend staff meetings and coaching and/or supervision.
- To be a good role model in speaking and listening.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.





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Additional Information

- This role may involve occasional lifting and handling of equipment.
- Training will be provided where necessary.
- Enhanced DBS clearance is required.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school.

Person Specification

Area	Essential	Desirable
Education and Qualifications	• Maths and English Language GCSE grades A*- C (4-9)	
Knowledge, skills and experience	• Ability to work to deadlines and be flexible in supporting other staff. • Keen interest and passion for the education of young people and the enthusiasm to contribute more widely to the life and community of the school. • Ability to work effectively as part of a team and independently. • Strong organisational skills. • Ability to organise own time to ensure that resources are available when required. • An understanding of child protection, health & safety, equal opportunities and confidentiality. • Experience working in a laboratory or technical environment. • Knowledge of health and safety procedures in a science setting.	• Previous experience in a similar role. • Experience of working with young people in school or other learning environment. • Relevant qualifications in science or laboratory work (e.g. NVQ, BTEC or equivalent). • Familiarity with CLEAPSS guidance and COSHH regulations.
Special aptitudes	• Commitment to supporting students in a safe and positive learning environment. • To be able to relate well to students, understanding their needs and being able to respond accordingly. • Possess tact and sensitivity when dealing with students and staff. • Have a keen desire to learn and develop in their role.	• IT skills

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