

**Job title:** Science Technician

**Reports to:** Senior Science Technician/ Head of Science

**Date reviewed:** May 2026

## Responsibilities

### **Main Duties and Responsibilities**

- To be responsible to the Head of Science in co-ordinating the use and development of practical resources and facilities.
- To ensure that the technical team is resourced, organised and developed to meet performance standards required by the department.
- To undertake a lead role within the Science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Ensuring the department's resources are maintained to the required standard.
- To be responsible for the supervision and training of other technicians within the department.
- To take a lead role in the design, development and maintenance of specialist resources and/or long term projects and other professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum, including:
  - Designing, constructing and modifying apparatus.
  - Setting up and caring for plant and animal collections.
  - Preparing standard solutions, etc., purifying chemicals and treating waste.
- Overall responsibility for the promotion and observance of a healthy and safe working environment by:
  - Actively leading and co-ordinating the assessment, monitoring and review of both health and safety procedures and information resources.
  - Keeping up to date with current procedures and practices through continual professional development.
  - The provision of technical advice on health and safety issues to teachers.
  - The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
  - The healthy and safe storage and accessibility of equipment and materials.
  - Ensuring you keep up to date with health and safety requirements and developments in practical science by ensuring that relevant literature is available and arranging to attend suitable course.
  - Giving health and safety advice to teachers and pupils.
  - Disposal of waste materials.
  - Checking fume cupboards, pressure vessels and routine carrying out of safety checks as required.
  - Organising, storing and checking the condition of chemicals and equipment.
  - Attending departmental health and safety meetings.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources, including:
  - Leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.
  - Assisting Heads of Department in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.
  - Ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
  - Maintaining resources.
  - Keeping stock records.
  - Ordering stock.
  - Keeping financial records.

We are looking for a candidate who has:

- Experience of working with children or young people.
- A good standard of education and a relevant qualification.
- A passionate belief in raising standards through creative, motivating and engaging activities.
- A commitment to achieving the best for every pupil.
- A strong sense of teamwork.

### Standards and Quality Assurance

- During College terms, the Head of Art will work all hours while the College is in session.
- Support the aims and ethos of the school and be aware of/follow school policies and procedures.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Head Teacher.
- Be proactive in matters relating to health and safety.
- To act in accordance with the Staff Code of Conduct.

### Hours of Work

Part time: A minimum of 25 hours per week Term time only. The post-holder's salary is competitive and will be dependent on experience. Wages are paid monthly in arrears.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
2 A Levels or NVQ Level 3 equivalent in Science.	✓	
HND in Science or BSc.		✓
5 GCSEs at C or above to include English and Maths.	✓	
Experience of working with children or young people.	✓	
First Aid Certificate		✓
Minibus Driver		✓
<b>Knowledge, Understanding and Experience</b>		
Knowledge of Health and Safety regulations and how they apply in a school environment.	✓	
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.	✓	
An interest in Science and supporting pupils' learning.	✓	
Effective use of ICT	✓	
Knowledge and familiarity with CLEAPs guidance		✓
<b>Skills/Qualities</b>		
Ability to work in an organised manner	✓	
Ability to work effectively and supportively as a member of the school team.	✓	
Ability to undertake a range of practical Science tasks.	✓	
Ability to carry out routine maintenance of equipment.	✓	
Able to support the wider aims and ethos of the College	✓	
A conscientious and flexible approach to work.	✓	
Ability to identify own training and development needs and cooperate to address these.	✓	
Ability to work one's own initiative.	✓	
A willingness to contribute to the wider life of the school, such as running a club or assisting with outdoor activities.		✓