

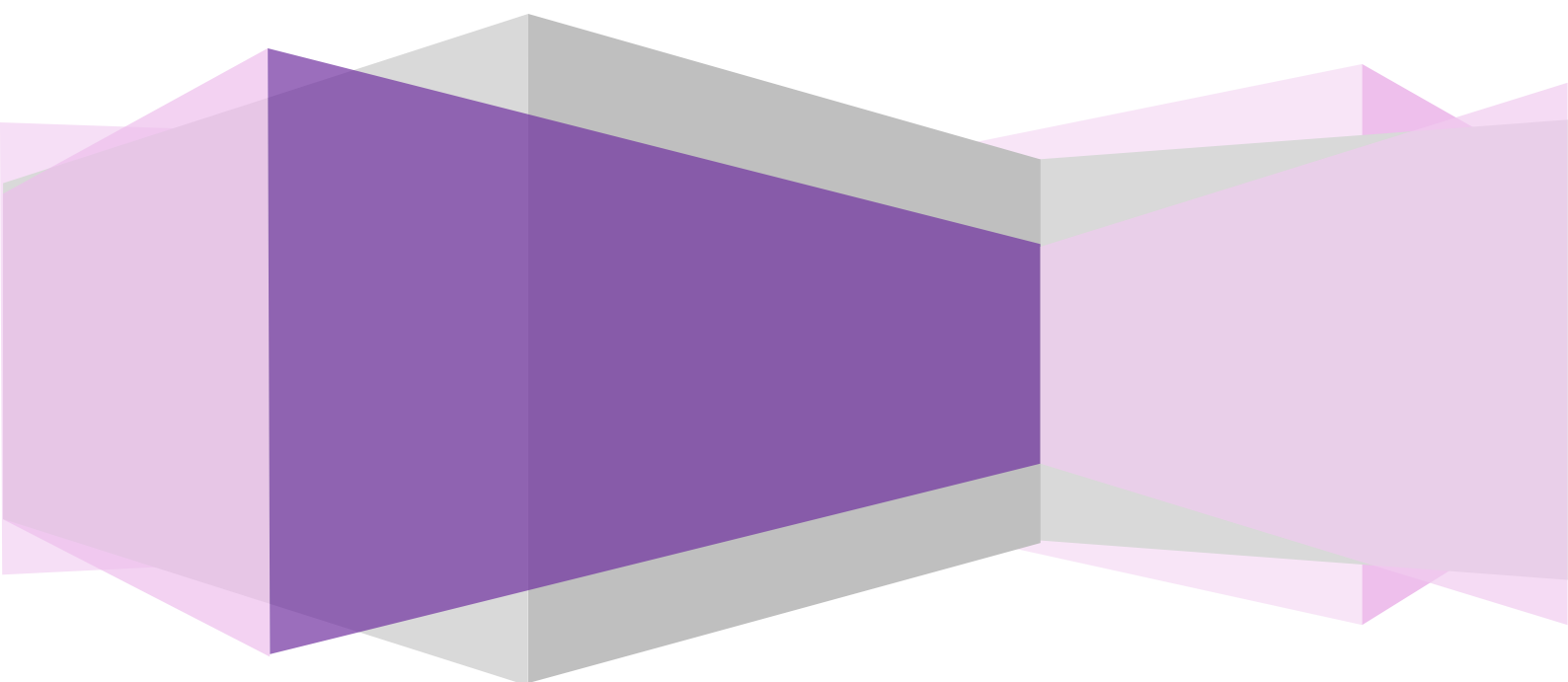
Bishop Justus CE School

[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)

# Application Pack

**Lead Science Technician**

Required: Immediate start



SUCCESS THROUGH FAITH, LOVE AND LEARNING





# Lead Science Technician

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Bishop Justus Church of England School is seeking to appoint a Lead Science Technician to work alongside the Science Technician and teaching staff to support the practical side of the Science curriculum and ensure a quality education for all students.

## **Our ideal candidate will:**

- Have a flexible attitude;
- Be an excellent Science Technician;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to continuing professional learning;
- Have integrity, optimism and a good sense of humour;
- Good time management skills and the ability to prioritise tasks;
- Attention to detail; and
- A passion for Science.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 8<sup>th</sup> January 2026

*We reserve the right to withdraw the vacancy, should we find a suitable candidate*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** w/c 19<sup>th</sup> January 2026

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate start

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [Recruitment@bishopjustus.bromley.sch.uk](mailto:Recruitment@bishopjustus.bromley.sch.uk)

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** Lead Science Technician

**Grade:** Aquinas 6

**Full Time Salary Range:** £32,894.00 p.a. to £36,795.00 p.a.

**Actual Pro-Rata Salary Range:** £28,894.23 p.a. to £32,320.89 p.a.

**Hours:** 36 hours per week,

**Weeks:** 40 weeks per year

**Contract:** Permanent, Full Time

**Accountable to:** Subject Leader Science

### THE ROLE

The principal role of the Lead Science Technician is to work with and be responsible for the science technicians within the department. Together you will be responsible for the maintenance and effective operation of equipment and resources in the science department. You will ensure science teachers have the equipment and resources they need to provide excellent opportunities for students to learn. The science technicians play a crucial role in supporting and directly improving our students' learning experiences

### DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the CEO/CFO. To supervise the work of two other science technician and support the work of the science team under the direction of Subject Leader Science to achieve the best outcomes for the students and staff.

- Check and service equipment and resources used by the Science Department, specifically equipment used by staff and students in all the science subjects liaising with other professionals and members of staff as appropriate.
- Check and maintain all small equipment on a regular basis and inform the Subject Leader Science of any repairs necessary.
- To carry out regular material and equipment checks across all Science rooms.
- To ensure that all materials/equipment/apparatus is set up for lessons or demonstrations and that it is retrieved after use, washed if necessary, accounted for and returned to store.
- To ensure that laboratories and equipment are kept in a safe and tidy manner. This duty includes a daily check of all services to ensure correct operation (reporting faults to the necessary agency) and maintaining appropriate security levels.
- To undertake routine maintenance of general facilities and equipment and to report faults to the head of department and other professionals and staff, as appropriate.
- To supervise stock checks and recording of stock on a database, to electronically place requisition orders for goods where necessary and as appropriate, receive, check and safely store goods when delivered.



- To prepare/manufacture equipment/apparatus/specimens. In addition to the routine preparation of glassware, agar plates etc (this duty also includes the manufacture of experimental aids from a variety of materials such as plastic, metal, wood etc)
- To obtain either by purchase from local suppliers or from the local environment, various items for use in science practical lessons. (These can range from nails to woodlice).
- To make up solutions/reagents for general laboratory and individual use. To assist teaching staff in the running/supervision of individual practical sessions e.g. assessments and possibly day field trips.
- To provide support to science teachers and students during lessons where necessary/directed, offering guidance and assistance in practical activities.
- Assist teaching staff in the development of appropriate resources for teaching and learning as directed (including filing and photocopying), and as required to meet the day-to-day needs.
- To attend School meetings and health and safety meetings and feedback as necessary to the department.
- To attend regular technician team meetings.
- Assist Science staff in preparing and setting up display work.
- To ensure all documentation relating to the maintenance of equipment is up to date.
- Attend Open Evenings and other similar School events.
- To undertake such other duties related to the work of the department appropriate to the post as may be assigned.

#### HEALTH AND SAFETY, ENVIRONMENT AND FACILITIES

- Ensure the department delivers work according to the relevant health and safety requirements.
- Carry out regular Health and Safety checks on all equipment and machinery and ensure the correct procedure is used for the disposal of waste material.
- Assist in the production of Risk and COSHH assessments as appropriate to the Science Dept.
- Ensure that all relevant First Aid, Fire and Health & Safety regulations and requirements are implemented, under the direction of the Subject Leader Science and report any discrepancies.
- Keep materials, stores and classrooms clean and tidy.
- Maintain a clean, healthy and safe working environment, by consulting with facilities staff, complying with appropriate legislation or School policies/procedures.

#### BUDGETS AND RESOURCES

- Manage the department budget for science practicals.
- Identify resource needs, making recommendations for purchases and ensure the most cost-effective use of budgets.
- Distribute, monitor and store consumables, check/audit stock annually and as necessary. Liaise with Subject Leader Science and Finance staff as appropriate.



- Place orders for new and replacement items as required, and maintain associated records.
- Complying with all financial procedures, particularly in relation to ordering processes.

## EQUALITY, DIVERSITY AND INCLUSION

- Ensure implementation and promotion in service delivery of the Trust's equality policy and statutory responsibilities.
- Ensure 'best practice' is used when working
- Seek to improve the department under the direction of the Subject Leader Science and challenge any bias
- Provide fair and consistent support to all staff

## GENERAL

- Set a good example to students and other staff by personal presentation and conduct.
- Contribute to the overall ethos/work/aims of the college.
- Work effectively and flexibly with Science Department staff to ensure an effective service, operating timetable and duty rotas.
- Supporting performance management procedures and be an active participant in appraisal.
- Engaging in continuing professional development by attending relevant meetings and training sessions, within School or externally. Recognising own strengths and areas of expertise and using these to advise and support others in the science department.
- Ensuring all appropriate paperwork is completed in line with college requirements.
- Ensuring awareness and implementation of relevant legislation and School policies, including those relating to health and safety and equal opportunities.
- Ensuring all service policies and procedures are documented, clear and up-to-date.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

***At Bishop Justus School staff are expected to work in line with the school's Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION	
LEAD SCIENCE TECHNICIAN	

QUALIFICATION AND EXPERIENCE	Essential or Desirable
Either HNC, VQ 3/4, higher or equivalent plus typically 4+ years relevant work OR Evidence of progression and development gained through 5-6 years relevant work experience.	E
A Levels in physics, biology or chemistry or BTEC in science or equivalent	D
GCSE Maths, English and Science or equivalent Grade C or above	E
A specialist professional or a more generalist manager with knowledge across a range of areas	E
Working as part of a team.	E
Handling confidential information.	E
Safeguarding training.	D
Data protection training.	D
First Aid trained.	D
Handling complaints and concerns from parents and other key stakeholders.	D
Working within a school environment.	D

SKILLS, ABILITIES & KNOWLEDGE	Essential or Desirable
Demonstrate a high degree of literacy skills, including accuracy and sound use of grammar and punctuation in the presentation of written material.	E
Ability to carry out risk assessments in relation to laboratory work	E
Ability to maintain a range of tools and equipment	E
Ability to prepare equipment and materials for lessons, as requested by the teaching staff	E
Prioritise their workload and complete all tasks required of them.	E
Communicate clearly clarifying requirements and responding to students, staff and external agencies (in person and over the phone) in an appropriate and engaging manner, effectively answering any questions.	E
Demonstrate an organised and effective approach to handling a demanding workload.	E
The ability to supervise and motivate staff and manage performance.	E
Excellent knowledge of Microsoft Office applications.	D
Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.	D



Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals	E
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools	E
Knowledge of National Curriculum requirements	E
Knowledge of Health and Safety legislation as it relates to the work of a school	E

PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
The ability to work as both part of a team and independently.	E
The ability to maintain successful working relationships with colleagues. Proactive in settling disputes and grievances.	E
High levels of drive, energy and integrity.	E
Dedicated to promoting their professional development and achieving desired qualifications.	E
Able to plan and take control of situations.	E
Capable of handling a demanding workload and successfully prioritising work.	E
A good team player, with the ability to also work on their own initiative.	E
Willing and able to work flexible hours and across a range of work areas to meet	E
A knowledge of health and safety, and equal opportunities in the workplace.	D