



Lead Science Technician

Required September 2026

Hours	35 hours per week (Monday-Friday) 40 weeks per year (term time +2)
Salary	Grade 3 - currently between £25,185 - £28,142 per annum, pro rata depending on experience, which equates to £18,270 - £20,426.

We are looking to appoint a candidate with a science background or someone who has worked in a science-related post.

JOB DESCRIPTION

This gives an overview of the tasks required of the post holder, although the range of duties can vary.

You will need to:

- Manage and prioritise the workload of a busy science prep room including timetable for replacement of equipment, including analysis of needs, research into suitable product options and recommendations for purchase.
- Manage the work of a sixth form technician who works 1 hour a day after school.
- Ensure that equipment and materials are prepared for demonstration purposes or for use by teaching staff and pupils.
- Liaise with and provide support to teaching staff regarding the practical experiments for lessons.
- Establish and maintain contact with appropriate bodies and organisations (such as CLEAPPS).
- Ensure the maintenance and first line repair of science equipment, authorising repair by outside contractors or replacement where necessary, in liaison with the Head of Science/Finance Department.
- Ensure that equipment and laboratories are cleared after use including cleaning any chemical spillages.
- Ensure safe storage and use of laboratory equipment in line with health and safety regulations.
- Ensure the safe disposal of all chemicals in line with health and safety regulations.
- Research and monitor forthcoming legislative and policy changes – with particular reference to health and safety in science, working with the Head of Department.
- Demonstrate appropriate IT skills.
- Develop a good understanding of health and safety procedures.
- Be willing to recommend changes to procedures, working with the science team.
- Provide advice and guidance to staff on the use of resources, where appropriate.

Other duties may include:

- Provide advice and practical support to pupils especially those studying at A level and ensure compliance with safe working practices.
- Research and make recommendations on equipment repairs, upgrades and replacements.
- Identify and compare equipment costs.

- Assist in the general manual handling of materials and supplies – assistance is available for movement of heavy items.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive or exhaustive list of all tasks that a member of staff may be required to carry out. You may be required to undertake any other tasks or responsibilities reasonably assigned at the discretion of the Headteachers.

Hartismere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.

To apply please complete an application form via our website www.hartismere.com.