

JOB DESCRIPTION

Lead Science Technician

Contract type: Full-time, Term Time Only (plus 5 training days)

Salary/Grade: NJC Scale 4, £26'403-£28'142 (pro rata for term time) (depending on experience)

Hours: 32.5 hours per week, Monday–Friday, 8:30–15:30

Location: The Chantry School, Martley, WR6 6QA

Reports to: Head of Science

Purpose of the Role

The Lead Science Technician supports high-quality teaching and learning in Science by leading the planning, preparation, and safe delivery of practical work across Biology, Chemistry, and Physics. The post-holder manages the technical service, ensures safety and compliance, maintains resources and laboratories, and works proactively with the Head of Science, science teachers, and wider support teams to facilitate an engaging, efficient, and safe practical science curriculum.

Key Responsibilities

Technical Leadership & Service Delivery

- Plan, prioritise, and coordinate practical provision across KS3 & KS4, ensuring equipment, materials, and worksheets/resources are prepared, delivered, and cleared in line with schemes of learning and exam specifications.
- Collaborate with existing senior technician and work lead future training and coaching.
- Collaborate with teaching staff to trial, adapt, and improve practicals, including microscale techniques and low-prep alternatives where appropriate.
- Maintain clear communication with technicians, science teachers and Head of Science.

Health, Safety & Compliance

- Champion a strong safety culture across the department; model safe practice at all times.
- Ensure all activities comply with current guidance (e.g., **CLEAPSS**, **COSHH** and **DfE** requirements, Keeping Children Safe in Education).
- Maintain and update risk assessments, standard operating procedures (SOPs), and safety data sheets (SDS); ensure teachers/technicians know and follow them.
- Oversee safe storage, use, and disposal of chemicals and biological materials (including radioactive sources if applicable), ensuring accurate inventories and labelling.
- Conduct regular safety checks on labs, prep rooms, fume cupboards, gas taps, eye-wash stations, PPE, and electrical equipment (liaising for PAT as required).
- Lead incident response for technical issues, record near misses, and implement corrective actions.

Equipment, Resources & Laboratories

- Manage the procurement cycle for consumables and equipment: obtain quotes, raise orders, track deliveries, reconcile invoices, and manage warranties/repairs.
- Maintain an accurate electronic inventory and stock levels; implement an efficient booking system for kits and shared resources.
- Organise, maintain, and calibrate equipment (e.g., microscopes, data loggers, colorimeters, balances, thermometers, pH meters).
- Prepare and maintain biological cultures (where used), loan kits, and demonstration setups; ensure timely clearing and room turnarounds.
- Oversee the cleanliness, organisation, and security of prep rooms, stores, and labs, including chemical/controlled substance cabinets and radioactive stores (if applicable).

Curriculum Support & Quality Assurance

- Support practical assessment arrangements (e.g., GCSE Required Practicals), ensuring kit availability, standardisation of setups, and evidence capture processes.
- Contribute to departmental development: suggest process improvements, trial new resources, and share best practice from CLEAPSS and subject networks.
- Prepare and support STEM enrichment (clubs, CREST Awards, Science Week, primary outreach, and trips) as agreed with the Head of Science.

People & Communication

- Build excellent working relationships with teachers, cover supervisors, and site/IT teams.
- Provide technical guidance and training for staff, ECTs, and trainees on safe and effective practical work.
- Maintain clear communication channels (e.g., weekly technician/HoD check-ins, practical schedules, issue logs).

Administration & Data

- Maintain accurate records: inventories, risk assessments, incident logs, maintenance schedules, and chemical registers.
- Utalise technology for requisitions using 'Lablogger' effectively
- Provide administrative support to the department, including the timely preparation and printing of key resources, while ensuring this remains a proportionate part of the wider technical role.
- With the support of the HoD manage budgets effectively; produce costings/forecasts for practical units and exam series.
- Ensure GDPR-compliant handling of any data (e.g., technician HR records, service records, and procurement information).

Signed:

Member of staff

Updated: AM January 2026

Signed:

Headteacher