



Post Title	Science Technician
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	Grade 5
Hours	32.5 hours per week
Contract Type	Permanent
Reports to	Subject Lead – Science & Senior Science Technician
Preferred Start Date	1 st September 2026

MAIN PURPOSES OF THE JOB

To prepare materials and equipment for science lessons, ensuring that all practical activities are resourced accurately and safely.

To maintain science laboratories and preparation rooms, keeping equipment, services and spaces in good working order.

To provide general technical support to teachers in the Science Department, working under the direction of the Head of Science and, where applicable, the Senior Science Technician.

To carry out all duties in accordance with CLEAPSS guidance, COSHH regulations and the school's health and safety policies.

RESPONSIBILITIES OF THE JOB

Preparation and Practical Support

- Prepare experiments and set up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff.
- Collect apparatus and chemicals from storage and ensure they are available in the correct rooms ahead of lessons.
- Prepare necessary solutions and chemicals in advance of practical activities.
- Arrange for worksheets, books and audio-visual aids to be available in rooms for lessons.
- Return apparatus and chemicals to storage promptly after use.
- Distribute and check in individual components for class use, maintaining accurate records.

Laboratory Maintenance

- Maintain the cleanliness and tidiness of laboratories and preparation rooms, including cleaning sinks, bench tops and any chemical spillages.
- Keep all equipment clean and in good working order, carrying out routine safety checks on items such as Bunsen tubing and fume cupboards.
- Clean goggles, safety screens, fume cupboards and other shared equipment regularly.
- Repair damaged apparatus or arrange for repairs to be carried out.
- Construct apparatus and equipment as required.
- Care for any animals, insects or plants maintained by the department.



Stock and Resources

- Maintain stock of science chemicals, consumables, apparatus, stationery and other materials, advising the Head of Science on replacement needs.
- Assist with the collection, cataloguing and organisation of worksheets, books, audio-visual aids and other departmental resources.
- Source sundry items locally where required.

Health, Safety and Compliance

- Carry out all work in accordance with CLEAPSS guidance and COSHH regulations, ensuring safe handling, storage and disposal of chemicals and hazardous materials.
- Advise teaching staff of any safety concerns or equipment issues as they arise.
- Support the maintenance of a safe working environment across all laboratory and technical spaces.

Wider Professional Responsibilities

- Be aware of and act in accordance with the school's child protection and safeguarding policies and procedures at all times.
- Build effective professional relationships across the school community.
- Communicate clearly and professionally with parents/carers regarding students if required.
- Work constructively with external agencies and the Avanti Schools Trust.
- Make a positive contribution to the wider life and ethos of the school.

Other

- Uphold the ethos, policies, and practices of the school, demonstrating high standards of attendance and punctuality.
- Undertake any other reasonable duties requested by the Head of School.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.



PERSON SPECIFICATION			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Educated to GCSE level or equivalent, including English, mathematics and science	✓	
2.	Level 3 or above qualification in science or laboratory technical work		✓
3.	Current health and safety certification, or willingness to undertake relevant training	✓	
4.	Experience of working in a science technician or similar laboratory support role		✓
5.	Experience of working in a school or college environment		✓
6.	Experience of health and safety practice in a support role, particularly in a laboratory setting	✓	
7.	Knowledge of CLEAPSS guidance and its application in a secondary school science setting	✓	
8.	Knowledge of COSHH regulations and health and safety relating to the safe handling, storage and disposal of chemicals and laboratory materials	✓	
9.	Ability to prepare equipment and materials accurately for lessons as directed by teaching staff	✓	
10.	Competent and confident in the use of computers and relevant IT systems	✓	
11.	Ability to maintain accurate records and enter data with a high level of attention to detail	✓	
12.	Effective communicator, able to work clearly and professionally with staff and pupils at all levels	✓	
13.	Able to work as part of a team and independently on own initiative	✓	
14.	Organised and methodical, with the ability to prioritise workload and meet deadlines under pressure	✓	
15.	Resourceful, positive and enthusiastic in approach	✓	
16.	Willing to engage in continuing professional development and training	✓	
17.	Committed to the protection and safeguarding of children and young people	✓	
18.	Commitment to the ethos and values of Avanti Schools Trust	✓	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the *Child Protection and Safeguarding Policy* on the Avanti Schools Trust website.