



Spodne School

Job Description



Role:	Science Technician
Responsible to:	Senior Science Technician
Based at:	Spodne School Towcester
Hours:	35 hours per week, 40 weeks per year
Grade:	Grade E, Points 4-5

Job Context

As at September 2025, the trust consists of fifteen academies across Northamptonshire, Buckinghamshire and the West Midlands, comprising of ten secondary academies including an alternative provision school and five primary academies, also including an alternative provision school and five primary academies, also including an alternative provision school.

The Science Technician role exists to support the Science Faculty in the teaching and learning of the students, by timely preparation of resources, equipment and materials required by the teaching staff for use in practical demonstrations, maintaining chemicals and equipment and adhering to and promoting the guidance found in the Cleapss guidance and COSHH regulations. The Science faculty delivers a variety of courses from Key Stage 3 right through to A Level.

Key Responsibilities

- To manage effectively and safely, the science equipment and chemicals used by teaching staff
- To provide administrative and technical support of the work of the faculty
- Health and Safety Compliance and Laboratory Safety

Job Description

Manage Effectively the Science Equipment

- 1.) Preparing, setting up and clearing away equipment, apparatus and chemicals for demonstrations and practical classes. Transporting materials before the lesson begins.
- 2.) Presence at the end of lessons to return materials to S3 or other labs.
- 3.) Checking returned materials and cleaning, sterilising and repairing basic equipment.
- 4.) Maintaining and repairing lab apparatus.
- 5.) Managing stock levels, identification of shortages and the taking of appropriate action, stocktaking and ordering as necessary.
- 6.) Checking labs at the end of the day to ensure that nothing has been left out that should be stored and gas supplies or other equipment has been turned off.
- 7.) Ensuring all chemicals are handled and stored correctly as per COSHH regulations.
- 8.) Ensuring the safe disposal of waste such as broken glassware and other hazardous materials.

Administrative and Technical Support

- 9.) Producing any printed materials required as agreed with the Senior Technician and Faculty Learning Lead.
- 10.) Holding and maintaining inventories as directed by the Senior Science Technician.
- 11.) Availability during lessons to deal with requests/problems to enable lessons to run smoothly.
- 12.) Assisting teaching staff and students during practical lessons as agreed with the Subject Learning Lead or the Faculty Learning Leader.

Health and Safety Compliance and Laboratory Safety

- 13.) Ensuring compliance with COSHH regulations and implementing CLEAPSS guidelines at all times.
- 14.) Carrying out risk assessments and highlighting any issues to the Faculty Learning Leader and / or Senior Science Technician.
- 15.) Regularly checking safety equipment such as fume cupboards, goggles and fire extinguishers. Organising or checking arrangements for repair or servicing as required.
- 16.) To carry out any other reasonable duties as requested by the Head of Science.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Online, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied. May 2026

Agreed by (post holder):

Date:

Agreed by (Line Manager):

Date:

