



Sponne School

Job Description



Role:	Science Technician
Responsible to:	Senior Science Technician
Based at:	Sponne School Towcester
Hours:	35 hours per week, 40 weeks per year
Grade:	Grade E, points 4 to 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. The Science faculty delivers a variety of courses from Key Stage 3 right through to A Level.

Key Responsibilities

- To manage effectively the science equipment used by teaching staff
- To provide administrative support of the work of the faculty

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- 1.) Preparation of equipment as requested by the end of the previous day so that problems can be spotted and uncertainty eliminated. This should include the writing of cards with quantities handed out on (e.g. bulbs, batteries, magnets, stopwatch
- 2.) Transport of materials/text books/video/computers to the labs before the lesson it is required in begins.
- 3.) Preparation of materials, which can only be done on the day itself.
- 4.) Availability during lessons to deal with requests/problems to enable lessons to run smoothly.
- 5.) Presence at the end of lessons to return materials to S3 or other labs.
- 6.) Checking returned materials for state of repair and working order. The removal of any 'casualties for repair and their listing in the 'jobs' book.
- 7.) Identification of shortages and the taking of appropriate action.
- 8.) Cleaning of glassware etc.
- 9.) Checking of labs at the end of the day to ensure that nothing has been left around and gas supplies have been turned off.

- 10.) Maintenance of filing cabinets and trays to support lessons.
- 11.) Repairing basic equipment (e.g. power supplies with loose plugs, leads, burettes etc....).
- 12.) Maintaining lists of book numbers of texts book given out to pupils.
- 13.) Checking of books, paper supplies and lab supplies regularly.
- 14.) Attention to responsibilities as laid out in Department of Health and Safety documents.
- 15.) To carry out any other reasonable duties as requested to by the Head of Science.

Specific roles

- 16.) Maintenance and preparation of materials for a KS3 year group (7 or 8)
- 17.) Preparation of materials and support for all physics or chemistry lessons at KS4 and KS5.
- 18.) Maintenance of inventory for physics or chemistry equipment/resources.
- 19.) To perform ongoing electrical testing on a cyclical basis and record the results in an appropriate and timely manner.

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. October 2025

Agreed by (post holder):

Date:

Agreed by (Line Manager):

Date:

