



JOB DESCRIPTION

Science Technician

Post Title:	Science Technician
Hours:	19.25 hours per week (term-time only)
Line Manager:	Subject leader of either Biology/Chemistry/Physics
Salary:	Scale 4: 7-11

OVERALL RESPONSIBILITIES

To provide technical support to the science department across all key stages, ensuring the safe preparation, maintenance, and availability of equipment and materials to support high-quality teaching in Biology, Chemistry, and Physics lessons. The Science Technician will work as part of a team under the guidance of the Subject Leaders / Faculty Leader Science, in accordance with CLEAPSS guidance and the school's health and safety policies.

TECHNICIAN DUTIES

Technical

- Prepare and deliver materials and equipment for practical lessons in Biology, Chemistry, and Physics.
- Set up apparatus for demonstrations and class practicals, including specialist equipment.
- Assist in classroom practicals when needed, supporting teaching staff and students.
- Ensure safe disposal or recycling of used materials in line with CLEAPSS and school protocols.
- Carry out routine maintenance and basic repairs on lab equipment.

Stock and Purchasing

- Monitor stock levels of chemicals, materials, and equipment, placing orders in line with departmental procedures.
- Receive, check, and store deliveries, ensuring stock rotation and proper storage.
- Maintain an accurate inventory of equipment and resources.

Cleaning and Maintenance

- To assist with the general cleaning of laboratory sinks, benches, computers; tidy and clean Prep. Room shelves etc.
- To ensure adequate stocks of soap, towels etc.
- To ensure laboratories are locked, lights and equipment are switched off at the end of the day.
- To appropriately clean used equipment and ensure good working order.

Health and Safety

- Ensure all work is carried out in line with current Health & Safety legislation and CLEAPSS guidance.

- Maintain accurate COSHH records and ensure appropriate labelling and storage of chemicals and hazardous substances.
- Conduct regular safety checks on laboratory equipment and report any faults or concerns.
- Maintain and promote a clean, safe, and organized working environment.

Administration

- To control the department's Petty Cash.
- To collect deposits from pupils in return for revision guides, resources, practical papers etc.
- To liaise with staff to avoid equipment and room clashes; check requisition slips of same.
- To book borrowed equipment in and out and ensure prompt return of same.
- To update and maintain spreadsheet records for equipment.
- To maintain stationery stocks and order as necessary.

Design and Development

- To construct and modify apparatus as required.
- To improve on existing/ design new experiments and equipment needed as required.
- To research and suggest new resources

GENERAL

1. To work within the Professional Review process of the school, to evaluate performance and take full advantage of the training and development available.
2. To attend and participate in meetings as required.
3. To be aware of and comply with policies and procedures relating to Child Protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
4. To contribute to the overall ethos / work / aims of the school.
5. To hold an Enhanced Disclosure Certificate, issued by the Disclosure and Barring Service.
6. Training will be provided as required, including CLEAPSS safety courses and in-house CPD.
7. To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This job description may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties.