



# Job Description & Person Specification

## Position: Science Technician

<b>Job Title:</b>	Science Technician
<b>Scale:</b>	Scale 3, Points 4 - 5
<b>Responsible to:</b>	Head Of Faculty

<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To provide full technician support to science teaching staff, particularly in the preparation and cleaning/clearing of lesson materials.</li></ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>To ensure the efficient preparation and organisation of equipment and resources for lessons as required.</li><li>To clean equipment after each practical lesson.</li><li>To ensure safe storage and use of laboratory equipment, including chemicals where necessary.</li><li>To ensure that equipment and resources are provided for lessons as ordered in advance by science teachers.</li><li>To refer stock requirements to the Senior Science Technician.</li><li>To undertake science photocopying as required.</li><li>To clean equipment after practical lessons.</li><li>To liaise with caretaking staff regarding any gas/fume/health and safety problems that may occur.</li><li>To ensure the application of Health and Safety procedures and to raise awareness of H&amp;S issues specifically in relation to laboratories.</li><li>To assist in ensuring the safe conduct of pupils in the department.</li></ul>
<b>General:</b>	<ul style="list-style-type: none"><li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li><li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li><li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li><li>Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this</li></ul>



	commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"><li>GCSEs or equivalent at least C/4 grade in English &amp; Maths.</li><li>First Aid Qualification.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• D</li></ul>
Knowledge & Experience	<ul style="list-style-type: none"><li>Recent experience of working in a secondary school.</li><li>Experience of working in a laboratory or other scientific setting.</li><li>The ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding and child protection.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• D</li><li>• E</li></ul>
Skills and attributes	<ul style="list-style-type: none"><li>Good oral and written communication skills.</li><li>The ability to work effectively as part of a team.</li><li>The ability to plan, organise and prioritise meeting deadlines.</li><li>The ability to use own initiative and act accordingly.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• E</li><li>• E</li><li>• E</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Good organisational skills.</li><li>The ability to plan and manage own time effectively.</li><li>The ability to remain calm under pressure.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• E</li><li>• D</li></ul>
Other	<ul style="list-style-type: none"><li>Committed to equality and diversity.</li><li>Commitment to own continuous personal and professional development.</li><li>Committed to our Health and Safety policies and procedures.</li><li>Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</li><li>Committed to safeguarding and promoting the welfare of children and young people.</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• E</li><li>• E</li><li>• E</li><li>• E</li></ul>

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated February 2026.