

Role Description

Senior Science Technician

Pay Range	Band F
Responsible For:	Science Technicians
Responsible To:	Director of Science

Main Purpose of the Post

- To be responsible for the overall organisation and management of the science technical support team.
- To provide specialist technical support in the science curriculum/resource area, including preparation/maintenance of learning resources and specific support for students.

Key Areas of Responsibility

- To oversee the planning and preparation of practical resources for all science courses.
- To maintain good working relationships with all members of the Science technical support team and line manage the team, allocating duties.
- To be responsible for the safe storage and disposal of all radioactive sources within the Academy.
- To keep a check on radiation levels around the storage area and individual radioactive source boxes to ensure they do not pose a risk.
- To ensure that the disposal of waste laboratory materials including chemicals, microbiological waste/animal waste, is in accordance with guidelines/health and safety requirements.
- To set up a system for the organisation and administration of the science technicians.
- To ensure that the organisation and storage of equipment, apparatus and materials (including chemicals) are in accordance with the appropriate regulations.
- To ensure that orders are placed in line with departmental policy and deliveries checked accordingly.
- To conduct Performance Management/Appraisal reviews as necessary.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To create and maintain a safe, purposeful, orderly and productive working environment.
- To ensure timely and accurate preparation of specialist equipment, resources and materials as required by staff.
- To monitor health and safety in the working/learning environment, providing support for the teacher as appropriate.
- To implement agreed work programmes and practical lessons under the guidance of the teacher.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To use specialist skills/training/experience to support students.
- To carry out specialised practical demonstrations to students as required by the teacher.
- To demonstrate and assist others in the safe and effective use of specialist equipment and materials.
- To dispose of non-hazardous waste as directed.
- To provide specialist advice and guidance as required.
- To ensure that health and safety requirements are adhered to, safe working practices are adopted, and the appropriate regulations are followed.
- To retrieve and clear away equipment and resources at the end of the lesson.
- To monitor and manage stock and supplies within an agreed budget, including ordering resources and undertaking stock checks as required.
- To maintain specialist equipment, including checking for quality and safety.
- To undertake specialist repairs/modifications within own capabilities and arrange for input from approved external specialists where necessary.

- To participate in specialist training and other learning activities and performance development as appropriate.
- To attend relevant meetings as required.
- To accompany teaching staff and students on visits, trips and out of Academy activities as required.

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Role Description

Supplementary Information

NJC Pay Range

Band F

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and team, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Reviewed 12.06.2026

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.