



The Ramsey Academy

Job Description & Person Specification

Senior Science Technician

Job Title:	Senior Science Technician
Scale:	Scale 5 Points 8 – 11
Responsible to:	Head of Science
Responsible for:	Science Technician Team

Job Purpose:	- To lead and manage a team of technicians and provide comprehensive technician support service to staff and students undertaking the science curriculum. - To oversee the general running of the science teaching and preparation areas.
Duties & Responsibilities:	- To develop and maintain effective systems for the science technician team. - To undertake appraisal of team members in co-operation with the Director of Science/Headteacher - To co-ordinate weekly preparation sheets. - To direct and adjust working arrangements for the team as appropriate to meet fluctuations in workload and ensure cover for absent colleagues as required. - To identify, plan, co-ordinate and undertake team training requirements. - To maintain records of team training and attendance. - To work in collaboration with the Director of Science to set and manage departmental budgets. - To manage departmental equipment and materials and ensure appropriate stock levels are maintained. - To ensure periodic and routine inspection and maintenance of departmental equipment and resources. - To work in collaboration with the Head of Science to ensure risk assessments are carried out. - To work in collaboration with teaching staff to disseminate work set for classes due to teacher absence. - To undertake as and when required those duties which are normally the responsibility of science technicians. - To ensure efficient preparation and organisation of equipment for lessons. - To clean equipment and laboratories after lessons and any chemical spillages when they occur. - To support teaching staff and pupils during lessons. - To liaise with caretaking staff and to record any gas/fume problems. - To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to laboratories.
General:	To undertake any training commensurate with the post.



- 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.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- 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.
- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.
- 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 commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSEs or equivalent at least C/4 grade in English & Maths. • First Aid Qualification.	• E • D
Knowledge & Experience	• Recent experience of working in a secondary school. • Experience of working in a laboratory or other scientific setting. • The ability to ensure that whole school policies are implemented consistently, including those relating to safeguarding and child protection.	• E • D • E
Skills and attributes	• Good oral and written communication skills. • The ability to work effectively as part of a team. • The ability to plan, organise and prioritise meeting deadlines. • The ability to use own initiative and act accordingly.	• E • E • E • E
Personal qualities	• Good organisational skills. • The ability to plan and manage own time effectively. • The ability to remain calm under pressure.	• E • E • D
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	• E • E • E • E • E



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 September 2026