



## **Senior Science Technician Job Description**

### **Job Details:**

Title:	Senior Science Technician
Reporting to:	Curriculum Leader of Science
Responsible to:	Principal
Hours:	36 hours per week Term time only plus 3 Inset Days
Grade:	Points 9 - 11

### **Job Purpose**

**To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.**

Under the direction of the Curriculum Leader of Science to co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.

### **Responsible For**

Managing all science resources, and directing the work of the Science Technician.

### **Liaising With**

Curriculum Leader of Science, Science Teachers, Science Technician and Facilities Staff.

### **Main Duties and Responsibilities**

To ensure the maintenance of a healthy and safe working environment through:

- Effective direction of the Science Technician.
- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
- Keeping up to date with current procedures and practices through continuing professional development, communicating any changes to the Curriculum Leader of Science and the Science Department.
- The provision of technical advice and support on health and safety issues to teaching and technical staff.
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- The healthy and safe storage and accessibility of equipment and materials.
- To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations and assessments.

**Our Mission** – Our school aims to provide a quality education in a caring community based on values of **respect, responsibility and resilience** and a relentless pursuit of excellence in all that we do.



- To be responsible for ensuring that both routine and non-routine checking, cleaning, maintenance calibration, testing and repairing of equipment are carried out to the required standard.
- To prepare resources and assemble apparatus.
- To prepare standard solutions, purify chemicals and treat waste.
- To check and order stock on the digital ordering system, keep stock records and maintain resources.
- To audit the levels of PPE in each laboratory each half term, keep up to date records, keep levels of PPE at required levels.
- To collect, check and return equipment to stores.
- To clean and repair equipment.
- General laboratory cleaning of bench surfaces and fixed equipment.
- To assist in practical classes and carry out demonstrations.

#### **Administration**

- To assist the Curriculum Leader of Science with photocopying, preparing displays and organisation of resources as needed.
- To assist the Curriculum Leader of Science with preparing cover resources.
- General administration duties as directed by the Curriculum Leader of Science.

#### **General requirements:**

- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

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This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 27 January 2026

Name of post holder:

Signature of post holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date: