



Job Description:	Science Technician
Contract type:	Permanent
Location:	Crownhill Road, London NW10 4EP
Post-holder:	Vacancy
Scale:	Scale 4 Point 7 – 11 + London Weighting Allowance
Contract:	36 hours per week; 40 weeks per year
Date:	January 2026
Reporting to:	Head of Science Department

Mission

In faith, One family

Hours

Full-time, 36 hours Term time + 5 INSET days + 5 additional days to be worked in school holidays

School Aims

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God, the values of our Foundress St. Claudine and the values of the Gospels.
- In its balance establishes attitudes which produce a concern for truth and respect for all others.
- In its relevance enables each and every student to make her positive contribution to society and live a good and happy life shaped by dignity and faith.
- Respects the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability.

Duties and Responsibilities

- Responsible for the requisitions of Science Teachers
- Deliver and set up equipment in labs. Clean apparatus and wash up after practical lessons. Keep the labs and preparation rooms tidy and well organised as directed by the Curriculum Leader Science
- Set up chemicals, make up solutions and assemble apparatus and equipment in the labs paying full regard to any relevant safety procedures as determined by Departmental safety policies.
- Trial practical activities and assist where required in practical classes.
- Construct and modify apparatus as required
- Carry out risk assessments for all the practical activities
- Liaise with teaching staff to develop new practical ideas and advise on SOW
- Report all accidents to the appropriate authority using school's accident report form
- Assist and direct other science technicians in maintaining stock levels and carrying out stock checks

- Participate in the maintenance of satisfactory standards of safety and security with regard to the technical service to the teaching in the Science Department in accordance with the School policy
- Responsible for photocopying learning resources for the Science Department
- Other appropriate technician duties as requested by the Curriculum Leader of Science
- Undertake any relevant training.
- To act as the COSHH representative for the department
- Implementation and dissemination of all appropriate to Health & Safety regulations and guidance with respect to Science education, including COSHH
- Developing new systems in the labs and prep rooms to improve the technical support service.
- Leading and participating in the maintenance of satisfactory standards of health and safety; and security with regard to the technical service to the teaching in the Science Department in accordance with the School policy
- Sourcing contractors for external repairs
- Liaise with suppliers to obtain the highest quality for the best price.
- Ordering, managing and checking stock including checking deliveries against order notes and invoices.
- Ensure effective systems are in place to monitor finances in the department and keeping appropriate records.
- Responsible for photocopying learning resources for the Science Department and ensuring all paperwork (including practical logs) for the department is maintained and up to date.
- Assessing risks for technician activities

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.