

St Mary's Catholic School
Science Technician
Job Description
Scale: H3: 5–6

Appendix 1

Job Title: Science Technician **Grade:** H3 5-6

Contract: 25 hours per week, term time only, 5 hours per day 10.00 a.m. to 3.30 p.m. daily less unpaid 30 minute lunch break **occasional additional hours may be requested to assist with open evenings etc

Responsible To: Subject Leader / Senior Science Technician

Main Purpose

To provide a technical support service to school teaching staff by ensuring that equipment and materials are maintained and set up in school laboratories to enable practical work to be carried out efficiently and safely.

To work with teachers and the Senior Science Technician as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Responsibilities:

- Set up resources / materials / equipment for lessons.
- Support structured and practical activities for groups or on a one-to-one basis.
- Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
- Safely and securely store allocated equipment and materials to prevent unauthorised access/misuse.
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to line manager.
- Undertake record keeping, as directed.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- Provide clerical and administrative support as directed

Main Areas of Responsibility:

1. Ensuring that apparatus is correctly set out in advance for practical work for all Science departments.
2. Ensure that all apparatus and equipment is maintained, cleaned and stored to an appropriate standard, and that all equipment and chemicals are safe for use.
3. Preparation of stock solutions for general use and those specifically requested for class practical work.
4. To be able to manipulate chemicals.
5. Ensuring the general cleanliness and tidiness of laboratories and preparation rooms to maintain efficiency and safety.
6. Provide timely and effective preparation of materials and apparatus for lessons, through regular liaison with teaching staff.

7. Ensure the proper maintenance of all equipment, glassware, solutions in accordance with good laboratory practice, including the constant supply of distilled water.
8. Ensure that correct stock levels are maintained.
9. Provide support and assistance to the science department at open evenings etc.

Appendix 1

Health and Safety:

1. Ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of staff and pupils.
2. Responsible for the careful and safe use of standard ICT and all other equipment.
3. Assist with supervising pupils on educational visits.
4. Undertake moving and handling activities as required.
5. Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Whole-school organisation, strategy and development:

1. Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Working with colleagues and other relevant professionals:

1. Ability to be a proactive team player with children's learning as a priority.
2. Ability to share responsibilities.

Management of staff and resources:

1. Works under the direction of the Subject Leader of Science and in cooperation with the classroom teachers.

Professional development:

1. Undergoes CPD suggested and offered.
2. Participates in selected INSET sessions.

Communication:

1. Communicates effectively with pupils with SEND and their teachers to support learning and development; models and encourages acceptable behaviour.
2. Exchanges information with relevant staff and parents/carers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

May 2026