



SENIOR SCIENCE TECHNICIAN: JOB DESCRIPTION

Post Title: Senior Science Technician

Payscale: HAY Grade 7, 36 hours per week, 42 weeks per year

Reporting to: Science Faculty Lead

Job Purpose

To lead the technician team in providing high-quality technical support for the Science Department. You will ensure the safe and efficient operation of laboratories, manage departmental resources, and support the delivery of the science curriculum across all key stages to enable all students to achieve their full academic potential and personal development.

Key Functions

- To lead, train, and manage the science technician team, coordinating daily workloads and overseeing the preparation of practical equipment.
- To act as the departmental COSHH and CLEAPSS coordinator, ensuring strict compliance with health and safety regulations.
- To assist teaching staff in the identification of technical support needs generated by the curriculum and its ongoing development.
- To assist the science faculty with administrative duties including photocopying, printing and organisational tasks.
- To manage the departmental science budget, inventory, and digital resources effectively.
- To prepare complex and advanced practicals for GCSE, A-Level, and BTEC, trialling new experiments and advising teaching staff on technical issues.
- To support STEM clubs, student research projects, enrichment activities, and open evenings.
- To contribute to the overall values, work, and mission of the school.

Specific Responsibilities

1. Team Leadership & Management

- To lead, train, and manage the science technician team, promoting a supportive and efficient working environment.
- To coordinate daily workloads and oversee the timely preparation and distribution of practical equipment.
- To conduct performance reviews and identify professional development needs for technician staff.
- To arrange and give training sessions to staff to ensure that they are aware of departmental procedures, equipment usage, and safety regulations.

2. Technical Support & Curriculum Delivery

- Know the teaching schedule and plan ahead to ensure that resources and practicals are in place in a timely manner ahead of lessons
- To prepare complex and advanced practicals for GCSE, A-Level, and BTEC, ensuring retrieval and clearing away after use.
- To trial new experiments and advise teaching staff on technical issues, improvements, or curriculum development.
- To assist in-class during practical demonstrations where advanced technical skill is required, providing technical advice and assistance to teachers and students.
- To support the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability.
- To modify and/or construct simple apparatus using basic workshop skills.
- To take an active part in supporting the practical element of the public examination and assessment programme, including attending practical examination previews.

3. Health & Safety

- To act as the departmental COSHH and CLEAPSS coordinator, ensuring all operations comply with statutory safety guidelines.
- To maintain rigorous safety records, including department-specific risk assessments, chemical logs, and equipment testing (e.g., PAT testing).
- To operate a secure system for the safe storage of equipment, apparatus, and hazardous materials, including chemicals.
- To ensure the correct, safe disposal of chemical, radioactive, and biological waste laboratory materials in accordance with Departmental and local policy.
- To maintain laboratories, storage rooms, and preparation rooms in a clean, safe, and orderly manner, locking up facilities and securing equipment when not in use.
- To maintain the Department's specialist resources, including animal and plant collections, and observe Home Office regulations governing the same.

4. Budget, Resource & Digital Management

- To manage the departmental science budget, processing all orders within departmental policy, checking deliveries, and liaising with the school's Finance Department.
- To maintain a meticulous inventory of chemicals, glassware, textbooks, revision guides, and expensive apparatus, carrying out regular stock checks.
- To liaise with external suppliers to ensure best value for money for all departmental purchases.
- To oversee the departmental Chromebook fleet and charging trolleys, ensuring all units are accounted for, charged, and reported for repair if faulty.
- To liaise with the IT department to ensure science-specific data logging software is updated and fully functional on student devices.

5. STEM, Enrichment & Faculty Support

- STEM Club Lead Support: Collaborate with teaching staff to design, trial, and prep engaging, high-impact activities for the weekly STEM club.
- Project Mentoring: Provide technical guidance to students working on independent research projects or national STEM competitions.
- Event Coordination: Oversee the technical requirements for Science Week, guest speaker demonstrations, open evenings, and outreach events.
- Reprographics & Administration: Coordinate bulk photocopying of lab manuals, worksheets, and assessment papers to ensure materials are ready for lessons.
- Display Maintenance: Ensure corridor and classroom displays are kept vibrant and updated with recent student work or scientific news.

6. General

- Actively contribute to a safe school environment where all students are safe and staff responsibility for safeguarding is paramount.
- Follow all safeguarding expectations and guidelines as set by the school, Trust, KCSIE (Keeping Children Safe in Education), and Government Guidelines.
- Fully engage with the staff induction programme, completing all allocated tasks and seeking clarification and support as needed.
- Read and actively engage with all school and trust policies, seeking guidance if aspects are not understood and adhering to the expectations.
- Participate in the school's Appraisal and Professional Development policy, including any related support plans.
- Contribute to, through team activities and staff voice, the faculty and year group development plans, linking in to the School Development Plan.
- Take personal responsibility for professional delivery and use line management effectively to seek support.
- Undertake specific duties as agreed with the Team Lead or as reasonably required by the Head Teacher.

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- They shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.
- The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.
- The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.
- We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.

Person Specification

Qualifications

- Essential: English and Maths to a minimum of GCSE Grade C/Grade 5.
- Essential: BTEC/TEC Certificate, City and Guilds, ONC/OND, or equivalent qualifications in appropriate science subjects.
- Desirable: Science Degree (HNC/D or Degree in a Science discipline)

Knowledge, Skills and Experience

- A minimum of three years' experience as a science technician, ideally with previous supervisory or team leadership experience.
- A minimum of two years' experience of working with children (either paid or unpaid capacity), preferably in an education setting.
- Deep understanding of school-specific safety regulations (CLEAPSS/COSHH) and a strong recognition of the importance of personal responsibility for Health & Safety.
- Knowledge of science in relation to the main subject specialisms (Biology, Chemistry, Physics) and curricular requirements across GCSE and A-Level.
- Ability to lift and transport apparatus safely around the school site.
- Demonstrate excellent communication skills (verbal and written) appropriate to the need to communicate effectively with colleagues, students, and external suppliers.
- Ability to manage own time effectively, prioritize workloads for self and a team, and meet strict deadlines.
- Experience working within an inner-London school environment.
- Efficient and meticulous in organization, budget processing, and record-keeping.

Professional Behaviours

- Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics
- A clear understanding that all roles in the school, are focused on student achievement and potential.
- A good awareness of safeguarding, KCSIE, understanding how and when to take appropriate action.
- The ability to work in close harmony with other staff
- Alignment to and evidence of the school values of Working Hard, Care, Curiosity and Integrity
- Excellent listening skills and a reflective mindset, open to feedback
- Passion, energy, resilience, and optimism to work in a team through day-to-day challenges
- A firm and constant belief in the unlimited potential of every student (particularly Pupil Premium students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive education
- Willingness to participate in Continuous Professional Development including the ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- The ability to manage personal workload, plan ahead and remain organised
- Confidence, self-motivation and the ability to be decisive
- High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- A professional outlook, detail oriented and able to multitask and meet deadlines
- Calm and professional under pressure
- Understanding of the impact of actions on the workload of others
- Understanding of the importance of confidentiality and discretion