



Science technician – part-time fixed term [1 September 2026 – 31 December 2026]

The Role

We are seeking an enthusiastic Science technician to join the Science Department. The successful candidate will have a genuine passion for Science and a desire to support the teaching and health and safety requirements of the department. While strong subject knowledge of Physics, Chemistry and Biology is advantageous, full training will be given.

The successful candidate should bring enthusiasm, an ability to problem solve, as well as a willingness to share good practice and collaborate closely with an established team of Science technicians. They should demonstrate strong communication skills and the ability to build positive relationships with colleagues. Where appropriate, they will have the opportunity to contribute to the Department by supporting enrichment opportunities such as Science clubs.

A commitment to safeguarding and promoting the welfare of children is essential, as is a willingness to engage fully in the school's professional development opportunities.

An Introduction Science at Bedford School

The Science Department is a large dynamic team of highly qualified and dedicated professionals who deliver excellent outcomes while inspiring and fostering pupils' appreciation for Science. A Level Biology, Chemistry and Physics are extremely popular in our Sixth form and practicals and demonstrations form an integral part of the delivery of the curriculum. All student study GCSE Science and students are able to select either the International GCSE Physics Triple Award or Double Award course. Class sizes are lower than the maintained sector across all key stages, better enabling our teachers to develop excellent relationships with our pupils.

There is a full co-curricular program that includes research projects, lectures and trips. The Science Department is housed in its own separate Science building, with well-equipped laboratories, along with dedicated technician preparation rooms and staff common rooms. We also are unique in having both a well-equipped observatory and planetarium on site.

This is an exciting time to join a forward-thinking, ambitious Department committed to innovation, academic excellence, and inspiring boys to become outstanding Scientists.

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Offers of appointment are subject to satisfactory references and DBS clearance. Short-listed candidates will be invited to the school for interview on the advertised date.

The selection process will involve a lesson observation, a tour of the school and interviews. The Head of Science (Liz Palmer) would be happy to talk to prospective applicants and can be contacted through the main school reception on 01234 362200 or by email gelsby@bedfordschool.org.uk.

Suitable candidates may be interviewed before the closing date and Bedford School reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

You are expected to act in accordance with the aims, policies and administrative procedures of the school.

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	Job Title: Science Technician Department: Science Department Location: De Parys Avenue, Bedford Job Purpose: To provide support to the science department, ensuring that rooms are set up for lessons, equipment is maintained, and health and safety requirements are met (in conjunction with the Head of Department). Reporting Line: Head of Science Hours: An average of 22.5 hours per week term time only and two weeks during school holiday time, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). Hours of work will be 8.30am – 1.00pm Monday to Friday, although some flexibility on hours may be possible.
Main duties and responsibilities	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the Science Technician are as follows (this list is not exhaustive): • To prepare teaching materials required for lessons, projects and exam work in collaboration with the teaching staff. • To be responsible for setting up laboratories for practical lessons and tidying up after classes. • To put together electrical and mechanical equipment and machines, test they are working and are safe to use before lessons. • To put prepare chemicals and glassware and ensure they are working and are safe to use before lessons. • To undertake necessary maintenance and repair of machines and equipment in accordance with department schedules and keep records as required. • To contribute to the safe care of organisms used in teaching. • To contribute towards the organisation of the prep room, including stock taking.

	• To assist the Head of Science and Senior Technicians in maintaining a safe environment within the laboratories, prep room and the Science Department as a whole. • To assist with the annual In-Service Inspection and Testing of Electrical Equipment on portable electrical appliances (PAT testing). This could mean liaising with external contractors as appropriate. • To undertake appropriate and regular training on the safe use, storage and maintenance of all chemicals, machines and equipment and any other training as required. • To undertake appropriate and regular training on the safe use of radioactive sources, and to record and maintain accurate records of all data required for CLEAPSS regulations for the safe use of radioactive sources. • To record and maintain accurate records of all data required for the Control of Substances Hazardous to Health (COSHH) and risk assessments for the safe use of chemicals and equipment. • To assist with departmental security, by opening and locking up rooms and cupboards as needed. • To collaborate with the Science Technicians team, ensuring efficient operation of and co-operation between departments. • To undertake other delegated tasks and duties and contribute to the efficient, smooth-running of the department and assist with any other duties and responsibilities as reasonably required by the Head of Department, Head of Science, or the Senior Technicians.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Science Technician

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		Science qualifications	<i>Certificates</i>
Experience	Experience in a similar type of role	Knowledge and understanding of Health and Safety issues Knowledge and awareness of Fire Safety and Fire Prevention Knowledge (through experience and training) of how to undertake COSHH and other specialist risk assessments Experience in inventory and budget recording/management	<i>Application form and references</i>
Skills and Knowledge	Demonstrable interest in science related topics Willingness to learn about new skills, techniques and equipment Willingness to undertake training in new areas, particularly as changes in exam specifications dictate Effective communication, time management and organisational skills Good interpersonal skills, with a positive, approachable outlook Good ICT skills, including Microsoft Office (Word, Excel and Outlook).		<i>Application form, references and interview</i>