



Woolwich Polytechnic
School for Girls



Job Description: **Science Technician**
Reporting to: Lead Technician and/or Head of Science
School Contract: Permanent
Working Pattern: Term time, plus 2 weeks, 21 hours per week
Scale: APTEC Scale 5 to 10

The role

You will provide assistance and information as required in the preparation of resources for practical lessons that meets both the health and safety standards and the requirements of the classes involved. As a member of technician team you will ensure a healthy and safe work environment through the routine maintenance of equipment and prep rooms.

Main Duties and Responsibilities

- To prepare equipment and materials for science lessons in the school according to curriculum maps.
- To set up experiments for assessments and examinations as required.
- To maintain and clean science equipment as required.
- To ensure the safe storage of chemicals, radioactive materials and apparatus in accordance with the school's safety procedure and established WPSfG's procedures.
- To take receipt of and to maintain records and stock control of equipment and materials.
- To share responsibility with other technician/s for health and safety, general hygiene and orderly storage/access within science laboratories, the preparation room and the chemical store.
- To maintain culture stocks and to carry out the safe disposal of used materials as required.
- To obtain sundry articles where necessary for experiments and demonstrations.
- To prepare and make teaching aids as required for use in the laboratories.
- To assist in ordering equipment and materials as directed using WPSfG's procedures.
- To maintain an up-to-date knowledge of new technology and developments in the use of resources in the teaching of science.
- Providing administrative support for the Head of Department.

Other points:

- To undertake any reasonable duties as requested by Line Manager.
- A positive attitude and commitment to continuous improvement. Undertake relevant training and attend school INSET days.
- A positive commitment to team working and participation.
- Excellent communication skills.
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice

- Provide examination invigilation when required
- Input relevant data into the school's computer database as required.
- Carry out any other duties as required from time to time commensurate with the responsibility level of the post.
- Perform additional duties as may be necessary to support the day to day running of the department and the school
- Have an awareness of the school's Child Protection procedures and know the identity of the Child Protection Officer
- In carrying out your duties, have due regard to the provisions of the Health & Safety at Work legislations
- In dealing with members of the school's community be mindful, at all times, of the school's Equal Opportunities policy

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.

Person Specification

Job title: Science Technician

Candidate:.....

Qualifications and knowledge	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English, Maths and Science	✓	
Knowledge of general science	✓	
Laboratory experience or a scientific background	✓	
Skills	Essential	Desirable
Ability to adhere to strict guidelines on the storage, handling and disposal of chemicals	✓	
Good interpersonal skills with the ability to liaise effectively with other staff.	✓	
Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed	✓	
Ability to manage own workload and time.	✓	
Able to evaluate own developmental needs and seek learning opportunities to address them.	✓	
Ability to respond flexibly and adapt to changing and challenging circumstances.	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	