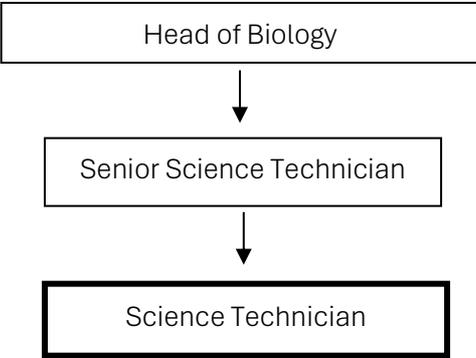


Biology and Chemistry Science Technician

Starting September 2026

Reports to:	Senior Science Technician (Biology and Chemistry)		
Direct Reports:	None		
Reviewed:	Annually; last review JUN 25	Employment Status	Permanent
Grade / Pay Scale:	RS03 Point 5-11		
Salary:	Full-time equivalent: £25,583 - £28,142 per annum pro rata. Actual Salary: £22,201 – £24,422.		
Hours of Work:	37 hours per week, term time only plus one week (to include INSET days). Flexible working arrangements, including part-time hours or job sharing, will be considered and can be discussed at interview.		
Job Purpose:	To support the Biology and Chemistry Departments in maintaining an effective, safe and efficient environment.		
Organisation Chart:	 <pre> graph TD A[Head of Biology] --> B[Senior Science Technician] B --> C[Science Technician] </pre>		

Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or the Senior Technician.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Assist your line manager in the promotion and observance of a healthy and safe working environment.
- Ensure that staff in both the Biology and Chemistry departments are aware of and comply with all health and safety requirements and other relevant regulations.
- Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.
- Prepare, distribute and then clear away equipment, solutions and materials as required within the science department.
- Collect and care for insect and plant materials as necessary.
- Carry out routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- Research the availability of suitable materials and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- Provide technical advice and support in the classroom, for example, with practical experiments and resources.
- Under the direction of your line manager, dispose of laboratory waste safely and deal with spillages/breakages in accordance with regulations and procedures.
- Put up and maintain appropriate classroom and corridor displays within the Biology and Chemistry departments.
- Provide technical assistance to students, either individually when they are carrying out investigations or projects, or in-class assisting or advising students and staff on the practical aspects of the curriculum.
- Assist in stock control, compiling orders, liaising with suppliers and maintaining appropriate records.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including photocopying, filing and returns.
- Assist in completing equipment and stock inventories as required.
- Collate information, statistics and prepare reports as required by her/his line manager, the headmaster and the governing board.

General

- Attend school events as required.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Keep up-to-date with associated developments and changes in requirements and regulations, and communicate appropriate information to colleagues.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Qualifications and Experience

Essential	Desirable	Evidence
Studied to minimum standard of GCSE (grade A* - C / grade 5-9) or equivalent, in English, Maths and Sciences.	Experience of working in a relevant discipline within a laboratory or similar environment.	Application Form References Interview Certificates of Qualification
	Further / Higher Education / NVQ or equivalent qualification in a relevant discipline.	
	Experience of working in a school or similar establishment.	
	Experience of working with children / young people.	

Knowledge and Skills

Essential	Desirable	Evidence
Ability to build and form good relationships with students and colleagues.	Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSHH.	Application Form References Interview
Ability to work constructively as part of a team, understanding school roles and responsibilities including own.	Ability to operate a range of ICT equipment.	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.		
Good standard of numeracy and literacy skills.		
Ability to proficiently use computer software including word-processing, spreadsheet and internet systems.		

Personal Qualities

Essential	Desirable	Evidence
Initiative and ability to prioritise one's own work and make informed decisions.		Application Form References Interview
Able to work flexibly to meet deadlines and respond to unplanned situations.		
Able to follow direction and work in collaboration with line manager.		
Efficient and meticulous in organisation.		
Desire to enhance and develop skills and knowledge through CPD.		
Commitment to the highest standards of child protection and safeguarding.		
Recognition of the importance of personal responsibility for health and safety.		
Commitment to the school's ethos, aims and its whole community.		