



BISHOP VESEY'S GRAMMAR SCHOOL

Job Title: SCIENCE/BIOLOGY TECHNICIAN – Part Time 14.5 hours

Grade: NSC4 SCP 7-11 pro-rata

1.0 JOB PURPOSE

- 1.1 To provide technical support for years 7 – 13 science students over all three areas of science.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Under the instruction of Head of Biology/Chemistry/Physics to co-ordinate the use and maintenance of practical resources and facilities.
- 2.2 To provide assistance and advice in meeting the practical needs of the science curriculum; this may involve preparation of resources, constructing and modifying apparatus, together with setting up demonstrations. Teachers are asked to give two working days' notice of all requests.
- 2.3 Create and maintain a tidy, purposeful and orderly and productive environment.
- 2.4 Timely and accurate preparation and use of specialist equipment, resources and materials as required by staff/curriculum/lesson plans etc.
- 2.5 Delivery of apparatus to the room/laboratory as requested, including laptop computers, materials and equipment to laboratories, retrieving after use and disposing of waste.
- 2.6 Delivery of cover work to appropriate room/laboratory.
- 2.7 Washing and repairing of apparatus and equipment when required and returning to store.
- 2.8 Delivery and retrieval of radioactive sources to laboratories in compliance with regulations and report to Line Manager (Technician based in Physics)
- 2.9 Disposal of hazardous and non-hazardous waste in accordance with established guidelines (Technician based in Chemistry)
- 2.10 Constructing and modifying of apparatus.
- 2.11 Checking laboratory service and facilities and reporting any faults or Health and Safety issues to Line Manager.
- 2.12 Removal of unsafe equipment and substances and reporting them to senior staff.
- 2.13 Care of plants (Technician based in Biology)
- 2.14 Visual checking of plugs and electrical equipment and reporting any faults to Head of Physics/Chemistry/Biology. Put out electrical equipment for the annual PAT testing.
- 2.15 Maintain records as requested
- 2.16 Provide clerical/administrative support for the Science Department (invoicing, ordering, inventory, booklists etc)

- 2.17 Monitor and manage stock and supplies, cataloguing as required.
- 2.18 Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own qualifications and report other damage/needs to Head of Physics/Chemistry/Biology.
- 2.19 Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- 2.20 Maintain stationery supplies
- 2.21 Order equipment/books/chemicals as necessary and keep records of orders
- 2.22 To undertake such other duties as may reasonably be determined by the Head of Biology/Chemistry/Physics and/or the Headteacher.

Additional Notes:

The Science Technicians work mainly in one of the three sciences on a day to day basis but it will be necessary to work in the other science areas under the direction of the Head of each subject area as required; for instance, in the case of technician absence or for major curriculum assessments.

3.0 SUPERVISION RECEIVED

- 3.1 SUPERVISING OFFICER: Head of Chemistry/Physics/Biology
- 3.2 LEVEL OF SUPERVISION: Plan and prioritise own work to ensure efficiency and meeting of objectives.

4.0 SPECIAL CONDITIONS

Flexibility to work in any of the Science Departments is required for cover purposes.

Head of departments in conjunction with the Finance & Operations Director will also deal with:

- Technician absence
- Technician holidays
- Internal leave of absence from duties
- Performance Development
- Permission to leave early to buy perishable goods

Signed by employee:

.....

Date:

Signed by Line Manager:

.....

Date:

Updated July 2026

Criteria	Essential	Desirable
Qualifications	GCSEs (or equivalent) in English, Mathematics and Science.	Science-related qualification, NVQ or equivalent technician training.
Experience	Experience working in a laboratory, scientific, or practical environment.	Experience working in a school or education setting.
Science knowledge	Good working knowledge of science practical work, laboratory routines, and safe handling of equipment/materials.	Knowledge of the school science curriculum and experience supporting Biology, Chemistry and Physics.
Health and safety	Strong awareness of health and safety, COSHH, and safe working practices.	First Aid training and/or additional health and safety training and any knowledge of CLEAPPS.
Practical skills	Ability to prepare resources, set up practicals, maintain equipment, and carry out simple repairs/modifications within competence.	Experience constructing or adapting apparatus and supporting practical demonstrations.
IT and administration	Confident IT user with ability to maintain records, orders, stock, and basic administrative tasks.	Experience using spreadsheets, databases, inventory systems, or school ordering systems.
Communication	Good verbal and written communication skills, with the ability to work with staff effectively.	Experience liaising with teachers, technicians, and external suppliers.
Organisation	Able to plan, prioritise, and work methodically under pressure.	Experience managing competing deadlines in a busy school or laboratory environment.
Teamwork and flexibility	Able to work independently and as part of a team, with a flexible approach to supporting all science areas.	Experience covering across Biology, Chemistry and Physics departments.
Personal qualities	Reliable, conscientious, tidy, adaptable, and committed to maintaining a safe and productive environment.	Positive attitude, willingness to learn, and enthusiasm for supporting young people's learning.