

# FARMOR'S SCHOOL

## Job Description and Person Specification

<b>Post Title</b>	Lead Science Technician		
<b>Line Management</b>	Accountable to Head of Science		
<b>Grade</b>	Grade 6	<b>Range</b>	Pt 15 - 20
	Permanent / Term time only	<b>Hours of Work</b>	35 hours per week

### Accountabilities

The post holder is accountable for:

- To be responsible to the Head of Science in coordinating the safe use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations.

### Primary Duties

- Responsible for organising technician team and for the delivery of a technical service to the department as a whole.
- To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service.
- To undertake the lead role within the science department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standard.
- To ensure that the technical team is resourced, organised and developed to meet the performance standards required by the Science department.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources including leading on stock control and compiling orders.
- Responsible for the Performance Management and CPD of members of the technical team.
- Provide technical assistance to Departmental staff.

### Main Duties and Responsibilities of Technician Role

- Preparation of apparatus/resources as requested by teaching staff.
- Clearing away of apparatus/resources as necessary.
- Ensuring apparatus/chemicals are handled in accordance with H & S requirements.
- Routine checking/repair/maintenance of apparatus in accordance with H & S requirements, arranging for maintenance and repair of equipment as necessary.
- Clear up of chemical spills/broken apparatus.
- Management of resources around the department on a day-to-day basis.
- Monitor/maintain appropriate stock levels/ordering equipment, books and materials as required.
- Monitor the department budget in conjunction with the Head of Department. On occasions you may be required to purchase sundry items (eg pond weed or flowers (for plant reproduction practicals) which will be reimbursed to you.
- Disposing of waste materials ensuring regulations and guidelines are adhered to.
- General laboratory cleaning to ensure chemical biological contamination is removed, including the cleaning of laboratory sinks.
- Caring for plants and/or animals if appropriate.
- Trialling practical activities if required, making modifications if needed and advising teaching staff of conclusions.
- Ensuring risk assessments are in place for all technician activities.
- Photocopying, laminating and binding as requested for the department.
- Handle hazardous chemicals and prepare dilutions and solutions according to Cleapps guidelines
- Checking textbooks as required, this may involve issuing, retrieving, storing of books and may involve repairing some books as required.
- Providing technical assistance to staff, including trainee teachers and newly qualified teachers.
- Providing technical assistance to students, especially when carrying out investigations or projects.
- Carrying out demonstrations to staff and/or students on how to use equipment or how to perform a particular technique.
- Portable Appliance Testing of electrical equipment within the department as appropriate.
- Setting up IT equipment, for example data logging equipment.
- Perform high pressure vessel checks.
- Provide in-house training for new technicians.

### Personal and Professional Attributes

The post holder will demonstrate:

- Experience of working directly in the field of scienceQualification/s in Science.
- Previous experience of working as a technician in a school would be desirable.
- Previous experience of leading other technicians would be desirable.
- Other general science background.

Reviewed: January 2026