



**St Teresa**  
**of Calcutta**  
MULTI ACADEMY COMPANY

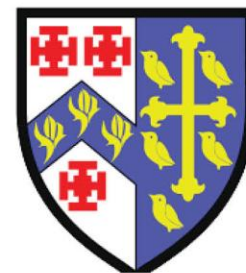
# Archbishop Isley Catholic School

*Let your light shine*



## Recruitment Pack

# JOB DESCRIPTION



**Post:** Science Technician  
**Reports to:** Senior Science Technician/ Head of Department  
**Start Date:** September 2026

## Job Purpose

1. To uphold the Catholic Life and Mission of the school.
2. To lead in the provision of practical support for science teaching at Archbishop Illsley
3. To support teaching staff in the Science Department
4. To manage and develop other technicians

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the principal to reflect or anticipate changes in the job commensurate within the grade and job title.

## Key Responsibilities

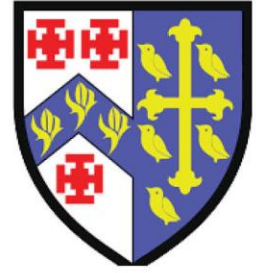
### General Duties

To undertake the duties of a technician level 2 and in addition undertake all or most of the following as agreed with the Head of Science and other members of the Science Department with minimum supervision and to use specialist technician skills to meet the educational needs of learners.

### Specific Duties

- Perform duties normally expected of a level 2 technician
- Assist and oversee in the maintenance of apparatus and equipment.
- To provide adequate equipment and materials to support science practical teaching with regards to class size and remove it safely afterwards.
- Oversee the correct cleaning and sterilising of apparatus and equipment as necessary.
- Ensure the safe and correct storage and disposal of chemicals and waste materials as appropriate.
- Assisting the senior science technician with keeping an up-to-date inventory of apparatus, equipment, ingredients and chemicals
- Where appropriate, determine, implement and monitor health and safety risk control measures with statutory guidelines.
- Research and assist with the implementation of new technical processes as required for a changing curriculum in conjunction with the Senior Science Technician.
- Manage the use of resources to meet the needs of the school.

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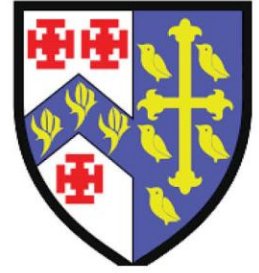
### Duties And Responsibilities

- In consultation with the Head of Department, assist in the development and monitoring of relevant plans and procedures to support the implementation of the Science curriculum to include any school targets.
- In conjunction with the Senior Science Technician oversee and assist in the testing of new experiments
- Ensure physical resources are managed to best value and liaise with relevant personnel.
- Contribute to the development and implementation of policies in relation to other technicians.
- Giving Health & Safety advice to technical staff, teachers and students and keeping up-to-date with current Health & Safety procedures and requirements.
- Take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

### Professional Standards

- Support the aims of the school to promote a 'learning community'.
- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities.)
- Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- Take responsibility for their own professional development and participate in staff training when provided.
- Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- Read and adhere to the various policies of the school.
- Participate in the management of the school by attending various department and staff meetings.
- Undertake duties as prescribed within school policies.
- Ensure that all deadlines are met as published in the school calendar.
- Undertake professional duties that may be reasonably assigned to them by the Head Teacher
- Be proactive and take responsibility for matters relating to health and safety.

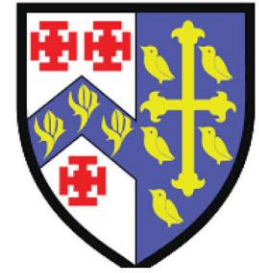
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## General Requirements

- To fully support the Catholic ethos of the school.
- Attending and participating in training and development activities as required.
- Engaging actively in appraisal and Professional Development.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements.
- Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Building and maintaining successful relationships with students, parents/carers and staff.
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Principal and senior staff.

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## Person Specification

Criteria	Essential	Desirable
1. Education and Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent including Maths, English and Science at Grade C or better.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in an appropriate discipline, NVQ3 or equivalent.</li> <li>A Level in a science discipline</li> </ul>
2. Relevant Experience	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Ability to identify and resolve conflicting demands.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to present information to a range of audiences</li> <li>Experience of required curriculum area.</li> <li>Knowledge and use of a range of science equipment.</li> </ul>
3. Specialist knowledge	<ul style="list-style-type: none"> <li>Ability to use and interpret data.</li> <li>Ability to find solutions to problems.</li> <li>Excellent record keeping</li> <li>Good ICT skills</li> </ul>	
4. Interpersonal skills	<ul style="list-style-type: none"> <li>Ability to relate to teachers, other professionals and students.</li> <li>Ability to work as part of a team.</li> <li>Ability to interpret policies and procedures etc. e.g. Health and Safety, regulations covering the use of equipment.</li> <li>Willingness to contribute to meetings.</li> <li>Sense of Humour</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of working as a member of a team.</li> </ul>
5. Other	<ul style="list-style-type: none"> <li>Willingness to support the Catholic ethos of the school.</li> <li>Willingness to undertake training as required.</li> <li>Excellent attendance and punctuality.</li> <li>A "can-do" approach</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work under pressure.</li> </ul>

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