

JOB DESCRIPTION

JOB TITLE:	Science Technician
REPORTS TO:	Senior Science Technician
SALARY:	Scale 3
HOURS:	36 hours per week 8:00am-3:45pm (Monday to Thursday) 8:00am- 3:30pm (Friday) (term time only plus five INSET days)
DATE:	Spring 2026

Purpose of the job

1. To provide effective support to the teaching staff and students in the science faculty
2. To have the flexibility to also support the teaching staff and students in the areas of art, craft and design and food and nutrition if required

Key responsibilities

1. Support for students and staff in the science faculty

- To prepare apparatus for experiments including chemical solutions for both lessons and required practicals
- To dismantle apparatus including washing up and disposing of waste materials in an appropriate manner
- To care for plants and animals as necessary
- To ensure the clearing and cleaning of laboratories, art ,craft and design and food and nutrition rooms as appropriate
- To prepare and assemble apparatus, equipment and materials for lessons in accordance with the request of the teaching staff and according to a pre-determined programme set out by the senior laboratory technician
- To ensure the practical areas, tools, equipment, computer software and materials are kept in an operable and safe manner and ready for use by staff and students
- To advise the senior technician on the state of materials and other stock and undertake inventory checks
- To liaise with the senior technician when ordering materials and equipment ensuring asset records/inventories are up to date
- To work alongside teachers to aid student progress as and when required in the classroom or in an ICT support capacity
- To ensure that statutory safety regulations and safe practice are complied with relating to teacher/technician skills qualifications and students' involvement in the classrooms and workshops/labs
- To carry out such other duties as reasonably fall within the purview of this post as designated by the senior technician

2. Support for teaching staff and students in art, craft and design and the food and nutrition faculties

- To provide practical support in other faculties if required

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Technicians are, in particular, expected to:

- adhere to all health and safety policies and practices in all curriculum subject areas and designated workshops
- ensure risk assessments are collated and adhered to
- observe regulations and guidance in the safe handling, disposal and storage of dangerous materials (COSHH Guidelines)

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.