



Science Technician - Maternity Cover

Job Description

Job Purpose

To support teaching and learning by providing high quality technical support as part of a committed and flexible team

Support for students

- Provide equipment, resources and advice for students under the direction of the class teacher
- Support pupils in accessing learning activities under the guidance of the teacher

Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment / resources / materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure the health and safety and good behaviour of pupils at all times
- Provide clerical/administration support

Support for the curriculum

- Prepare equipment, materials and specimens for demonstration and practical work, including the safe preparation, delivery and disposal of hazardous substances
- Deal safely with spills and breakages & dispose of laboratory waste safely
- Collect or occasionally purchase items or materials locally when not stocked by our school suppliers
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes

Support for the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all school safeguarding and child protection policies are adhered to and concerns are raised in accordance with these policies.



Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Co-operate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or Welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

Security and Data Protection

Work within the confines of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to ensure the security and confidentiality of data.

Other Duties

Attend an annual Appraisal Interview, school and Departmental meetings and training or INSET sessions as directed by the Science Technician Team Leader.

Undertake any other reasonable tasks

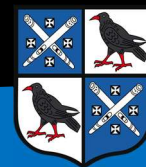
Reporting Lines

This post reports to the Science Technician Team Leader.

This post has no responsibility for the management of other staff.

Equal Opportunities Statement

The school's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Person Specification

Essential requirements:

Experience and qualifications

GCSE (Grade 9-4 / A* - C or equivalent) in English, Mathematics and Science (A, S)

Knowledge

An interest in education (A, I, S)

An interest in science (A, I)

Knowledge of Microsoft Office including email, Word & Excel (A, I, S)

Skills

Ability to work quickly and accurately (I)

Ability to check and organise resources (I)

Good numeracy and literacy skills (A, S)

Ability to use own initiative and to work independently and also to work as part of a team (I)

Very good communication skills, both verbal and written (S, A, I)

Ability to work under pressure and remain calm in difficult situations (I)

Ability to prioritise work and meet challenging deadlines (I)

Ability to plan own workload and be aware of other colleagues' priorities (I)

Adaptability and openness to change (I)

Ability to use discretion and have an understanding of the importance of confidentiality (I)

Aptitude for practical activities (A, I,)

Safeguarding

Motivation to work with children & young people / in an educational setting (A, I)

Ability to maintain personal boundaries with children & young people (A, I)

Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

Desirable requirements:

Experience & Qualifications

An A-Level in science or an equivalent science related qualification (A, S)

Basic First Aid awareness, a First Aid qualification or willingness to undertake training (A, S, I)

Experience of working in a laboratory, medical, technical or similar environment (S, A, I)

Experience of working in a school (S, A, I)

PAT testing experience or willingness to train (A,I)



Knowledge

Knowledge of schools and issues relating to education (S, I)

Knowledge and awareness of Health and Safety issues in Science (S, I)

Awareness of electrical safety (I)

Knowledge of GCSE / A-Level Science curriculum or willingness to learn and take relevant qualification (S, A, I)

Skills

Driving licence and use of own car (A, I)

How this will be tested: *A = application form* *I = at interview* *S = criteria used for shortlisting*



Terms & Conditions

This is a temporary contract to cover maternity leave arrangements, which could potentially be up to December 2027.

Salary

The salary for the post is Grade 5, actual salary of £15,041 per annum based on 25 hrs per week. The equivalent full time salary is £26,429 - £27,275.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

This post is for up to 25 hours per week and is term time only.

There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Terms and Conditions

The Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees.

Location

The successful applicant will be an employee of Lord Williams's School and as such may be required to work on either or both of its sites.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>