

JOB DESCRIPTION

Position Title:	Science Technician (Maternity Cover)	Date Finalised	March 2026
Salary / Grade	£22,095 per annum (FTE £25,186 per annum) / Grade C		
Hours:	37 hours per week, 40 weeks per year (term time only plus one extra week) Start time to be agreed between 8am and 8.15am. Finish time to be agreed between 4pm and 4.30pm.		
Teaching/Non Teaching:	Non-teaching		
Department:	Science		
Contract:	Temporary (maternity cover)		
Reports to:	Science Technician Team Leader		
Job Summary/Purpose			
To facilitate the delivery of all aspects of the Science Curriculum to Calthorpe Students in an effective and efficient environment enhancing student learning, with due regard to the health and safety of all pupils and staff.			
Primary Responsibilities			
<p>Key Accountabilities: Through effective team working with the whole science department, manage all aspects of technical and some administrative support ensuring the delivery of high quality and safe learning.</p> <ul style="list-style-type: none"> • Keeping up-to-date with the latest health & safety guidance, legal requirements and good practice. • Advising teachers (even experienced ones) on H&S, practical techniques, suitability of experiments & chemicals and safer alternatives. • Helping and advising pupils with investigations and projects. • Researching and trialling equipment & experiments for improved results and better health & safety, which includes contacting CLEAPSS for safer alternatives, etc. • Maintaining stock lists. • Keeping equipment & materials safe and in good order, including mandatory checks. • Keeping hazardous materials secure and checking stock. <ul style="list-style-type: none"> • Equip laboratories with all the apparatus and materials for any practical work needed. • Check that all apparatus is available and working correctly prior to use and that materials have been prepared correctly. Liaise with the teacher concerned or refer to lead technician at the earliest opportunity in the event of any difficulty. • Assist with the setting up of demonstrations, experiments and class apparatus, as required by the teacher (training will be given). • Wherever possible, clear each laboratory following practical learning, remove equipment and any materials that may be left over, dispose of appropriately and clean equipment as required. • Check and re-stock all the laboratories at least weekly for the standard laboratory apparatus. • Disposal of chemical stocks/solutions and radioactive sources in accordance with CLEAPSS guidance (training will be given). • Monitor on a regular basis consumables, materials and equipment and bring any shortages and/or damages to the attention of the Science Technician Team Leader promptly. 			

- Purchase supplies of perishable items for experiments from local shops as required. Safely dispose of materials following guidelines.
- Lock up laboratories and stores and secure equipment when not in use.
- Prepare, deliver and collect practical resources and text books as required.
- To assist with inventory checks on an annual basis (may take place during school holidays).
- To actively participate in whole school activities, including open evenings and INSET days.
- To work flexibly, supporting student learning, fulfilling other reasonable duties such as occasional photocopying, organising and displaying student work and other general administration as required.
- Prepare resources and actively participate in after school Science Club activities.
- Participate and assist in class practical as required.

To fulfil such other duties as may reasonably be allocated by the head teacher in line with the school's policies and standards.

Other Responsibilities

- May be tasked with checking in Science Department deliveries, storing bulk stock and reporting any discrepancies to the Science Technician Team Leader.
- May be tasked with ad hoc projects by the HOD as required, such as reviewing current processes for best practice, review standardised equipment requirement for laboratories, altering standard experiment templates to reflect improved practices.
- May be asked to become a department First Aider (after training) and follow the expected first aid protocols and reporting procedures.
- May be required to participate in school trips and be responsible for small groups of students (normally up to 10).

This key role within the Science team comes with clear development opportunities for candidates that are looking to progress. We welcome colleagues who wish to use this post as a stepping stone, possibly into teaching.

Sponsorship for Science Technician roles will not be provided.

Are there line management responsibilities?	No
Other relationships within the school i.e. which parts of the school will this role work closely with?	
Science Technician team Science teachers Students	
Critical Skills	
Good communication and listening skills. Good IT skills. Flexible, "will do" personality being able to work as part of a team and independently (once training has been given) essential. Able to follow instruction and maintain safety protocols whilst under pressure. Physically able to manage lifting and carrying (sometimes bulky) equipment whilst stair climbing over 3 floors. Willingness to learn and develop new skills to benefit Science and the whole school cohort. Willing to work with hazardous (and sometime offensive) substances whilst following safety protocols.	

