



## **JOB DESCRIPTION**

JOB TITLE:	Science Technician
GRADE/ ROLE PROFILE REF:	Grade C
WORKING WEEKS/ HOURS:	39 weeks; 35 hours per week
TIMES WORKED:	8.00am – 3.30pm Monday – Friday
BASE:	Science Prep Room

### **ORGANISATIONAL ARRANGEMENTS:**

**Job holder:** To be appointed

**Reports to:** Head of Department in Science

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### **GENERAL STATEMENT**

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

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### **JOB PURPOSE**

The task of the Science Technician Team is to facilitate effective teaching of science in the school by being a service and support team to the Science Department both inside and out of the classroom.

The post holder will work under the day-to-day direction of the Senior Science Technician and will assist the Director of Learning (Science) and Science Department in the provision of an engaging and effective science curriculum through teaching and learning activities.

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### **RESPONSIBILITIES/ACCOUNTABILITIES:**

Setting up class/demonstration experiments at staff request including the provision of items purchased through petty cash e.g. fish for dissection.

- Clearing and cleaning apparatus.
- Stock control/replacement of specific apparatus and stationary to each laboratory.
- Maintenance of bench top fittings and equipment in a good state of repair and cleanliness.
- Maintenance of equipment, fittings and apparatus to ensure they continue in safe, working order.
- Clearing/cleaning of storage areas, laboratories and prep room.
- Assisting with Health & Safety issues (e.g. COSHH/CLEAPSS).
- Construction of simple apparatus.
- Preparation of solutions etc.
- Assisting cover/supply teachers covering the absence of science teachers.
- Liaison for and setting up of equipment for enrichment activities including STEM club.
- Maintenance of department microscopes.
- Maintaining data logger equipment.
- Assisting with inventory checks and maintaining stock control systems.
- Ensuring that cover work and material have been placed in the laboratories as required in the absence of science teachers.
- To assist teaching staff in the organisation and setting up of less routine requests e.g. Open Evening whilst ensuring minimum disruption to teaching and learning.
- Hold a valid First Aid at work certificate
- Such other duties as may be reasonably allocated or directed within the purview of the post.

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## NOTES

- The School and site is open between the hours of 8.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons e.g. early lunch will be taken in line with the rest of the school.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) overtime has been worked by agreement with the Headteacher.
  - (b) to attend a special event e.g. graduation.

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## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Head of Science.

Date Prepared: 18th November 2025

Prepared By: HR

Date Reviewed: