

Job Description

Science Technician

Senior School

Effective Date:	2026-27 (Revised Annually)
Job Level:	Single Status Local Hire Position
Responsible to:	Head of Science
Supervisory responsibility:	N/A
Working Hours:	7.15 am to 3.00 pm, there is an expectation to attend team/school meetings, these will not exceed 20 hours per academic year. In addition to this all employees should attend whole school staff meetings every term. You will not be paid extra for attending meetings listed above as this time has been included in your remuneration.
Annual Leave:	8 weeks holiday per annum to be taken as agreed in advance with your Line Manager. Annual leave approval will be based on the needs of the school and its operations. Annual leave is to be taken as follows: during Winter Break when the school site is closed and the remaining holiday must be taken during the official school holidays however cannot be taken during summer INSET or one week prior to the summer INSET week for the new staff induction week (approximately mid-August depending on the academic calendar).

Main Purpose of the Position and Key Responsibilities

- To prepare class practical's for teacher's lessons. This would entail:
 - Checking the equipment lists from teachers which should be in by 12 pm Wednesday.
 - Checking for any purchases that may be needed in advance
 - Having the equipment ready for a lesson in advance
 - Making up chemicals or solutions that may be necessary
 - Liaising with the teacher where equipment should be put in the lab
 - Assisting the teacher with demonstrations and practical's when required
- Clearing away equipment after lessons
- Preparation and labelling of stock chemical solutions
- Maintaining the prep rooms, store room and labs in good order. This would include:
 - Making sure everything is labelled.
 - Cleaning down all work surfaces after lessons if necessary
 - Cleaning out the sinks and checking for blockages
 - Making sure equipment is in the correct place
 - Checking gas taps for blockages and leakages
- Feeding and watering any plants or animals that may be kept.
- Keeping up to date with the schemes of work and equipment listings given by teachers and making sure that teachers have given schemes to them. Making recommendations on problems or improvements that could be made.

- Making of equipment for specific practical's that may require a certain amount of ingenuity and skill.
- Keeping the resources inventories up to date, listing when changes are made or equipment added.
- Keeping an up to date list of equipment that may be required for the next school year. Checking equipment on a regular basis for things that may need servicing e.g. Bunsen burners, microscopes, connecting leads, power packs, gas taps, water taps, etc. and recommending when equipment may need to be replaced or purchased.
- Photocopying for the department.
- Any other duties that may arise from time to time, mutually agreed with the Head of Science, as deemed appropriate.

Administration

- To support the Head of Science in the efficient functioning of the Science Labs and management of resources
- Issuing and collection of text books from pupils and maintaining the text book numbering system and records.

Safety

- Keeping abreast of current safety guidelines in the UK through organisations such as ASE and CLEAPSS, making recommendations to the Head of Science when relevant.
- Making sure that the Health and Safety regulations are followed carefully.
- In tandem with the Head of Science, making sure that all safety precautions are followed.
- To help oversee the general security of the labs during working hours.

Professional Development

- To undertake appropriate CPD and training in connection with these responsibilities and personal career prospects

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times with regard to students and colleagues and relating to school matters.
- Behave in a positive and professional manner and promote a positive perception of the school in the wider community.
- Perform any reasonable duties as requested by the Line Manager, Deputy Head or Head of Senior School.
- Act in accordance with the professional duties and responsibilities outlined in the contract, staff handbook, job description and performance review.

Note
This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____