



Job Description ~ Science Technician

Job Title: Science Technician	Winterton Community Academy
Salary: National Joint Council points 5-8 £25,583 – £26,824 (pro-rata for part time)	Hours: 37 hours per week term time plus 5 days
Overall Purpose of Job To provide technical support to the Science Department in order to support the teaching of science, enabling the smooth running of practical classes and maintaining a safe working environment.	
Main Responsibilities To assist and advise teaching staff on the preparation and layout in classrooms for practical exercises, running trials of experiments, demonstrations and helping students with learning activities as appropriate. To ensure equipment and materials prepared for lessons are to the specification of the teacher requisitions, including making up special equipment or modifying from existing equipment as necessary from instructions supplied by the science teaching staff. In conjunction with the appropriate teachers to advise students on the safe and proper use of tools and equipment and on the correct and safe way to carry out learning activities. Keep up to date with health and safety regulations and with developments in practical science, attending relevant courses and reading publications. To advise staff, as necessary, on Health and Safety issues and on the best way to carry out practical work, new ways of demonstrating experiments, new techniques or procedures available. To assist in the safety, repair, cleaning and general maintenance of all resources, equipment and tools in conjunction with the appropriate manufacturers' instructions. To advise these on any maintenance or inspection needed of the equipment which is beyond postholder's competence. Ensure understanding of science syllabus and schemes of work in order to prepare for practical lessons adequately. To assist with stock keeping, using the computerised stock take database to include chemicals, equipment, textbooks, stationery, etc. and ensuring that appropriate levels of stock are maintained. Carrying out regular stocktaking checks and ordering as necessary and completing quality assurance of deliveries. To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation and school documentation. This to include carrying out appropriate risk assessments for practical and technical activities. Ensure implementation of Health and Safety regulations across the subject area. To assist in ensuring that all equipment and materials are stored safely and securely, ensuring that they are maintained in good condition, with clear records, and readily available for issue. To dispose of used chemicals/hazardous waste in a safe manner as well as ensuring that hygiene and Health and Safety standards are maintained in the laboratory and preparation areas.	



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To work in close association with other technical and school staff in keeping areas neat, clean, tidy and in a safe condition in readiness for lessons, as well as cleaning and making safe spills, breakages and related incidents that require careful handling.

Ensure that photocopying is carried out and filing is maintained on behalf of the relevant areas as well as other general admin duties required from time to time.

To participate in school day trips as requested.

To support the overall work of the Science Department, as requested

Knowledge, Skill and Experience Required

- The ability to communicate effectively
- Excellent organisational and planning skills
- IT skills, working knowledge of Microsoft packages
- Ability to encourage and inspire young people
- First Aider (training will be given if required)
- The ability to deal with constant interruptions when working and changing deadlines
- Interpersonal skills and the ability to work as part of a team
- Ability to work as a team and on own initiative exercising good judgement as appropriate

Creativity and Innovation

The ability to think creatively and anticipate and solve problems

Generic Responsibilities

To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times

To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the School

To be aware of and comply with the Codes of Conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communication with both colleagues and other school stakeholders

To support and contribute to the School's commitment to 'Every Child Matters', enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. To contribute to whole School events as and when required

To develop self within the post, undertaking training / appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support the development of the School

Contacts and Relationships

The postholder will come into contact with all school staff on a daily basis

To establish and build upon relationships with staff, students and external visitors

Communicates in an appropriate way with students when encountering them daily

All users of the school site



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Work Demands

Although pupils may interrupt work this will be a part of the daily routine.
Prioritising jobs
Work demands will vary throughout the year, but the post holder must be prepared to work to deadlines and prioritise tasks as required.

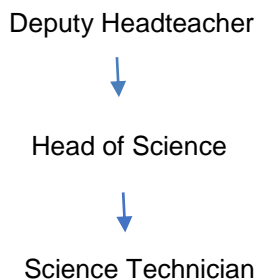
Physical Demands

Sits at desk, but also frequent moving around the department when setting up practical lessons
Normal physical activity and working conditions
Will be expected to lift items such as scientific equipment and transport to classrooms on a trolley, boxes of photocopier paper and stationery supplies.
Maybe required to move items such as computers, screens etc

Working Conditions

At risk of verbal abuse and physical harm from a minority of pupils and parents
Constant interruptions to flow of work
Working with chemicals

Position in Organisation



Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 01 May 2026

Date copy sent to Post holder