



Earlscliffe

Job Description: Science Technician

Reports to

STEM Faculty Manager

Job Summary

The Science Technician is responsible for providing high-quality technical, practical and administrative support to the Science Department, enabling the effective delivery of Biology, Chemistry and Physics across the College. The role includes preparing practical resources, maintaining laboratories and equipment, managing departmental stock and supporting teaching staff and students in practical and investigative work. A significant aspect of the role is ensuring the highest standards of laboratory health and safety, with particular responsibility for compliance with relevant legislation and current CLEAPSS guidance. The postholder will also contribute to the wider life of the College through occasional support for trips, events and exhibitions.

Key Responsibilities

Science Support

- Support practical work across Biology, Chemistry and Physics.
- Prepare equipment, chemicals and materials for practical lessons and demonstrations.
- Trial practical activities and experiments prior to lessons and, where appropriate, demonstrate techniques to staff and students.
- Support the work of teachers during practical lessons and provide technical advice to staff and students.
- Work with individual students and support independent research projects where appropriate.
- Maintain, service and undertake minor repairs to laboratory equipment and apparatus.
- Manage stock control and ordering of chemicals, equipment and consumable resources.
- Liaise with teaching staff regarding timetables, practical requirements, risk assessments and departmental work plans.
- Maintain records relating to practical work, equipment, inventories and departmental activities.

- Maintain the laboratories, preparation rooms and storage areas in a safe, organised and efficient condition.
- Support departmental administration, including the preparation of resources, documentation and photocopying.
- Ensure school laboratory displays and resources support effective learning and spaces are tidy.
- Assist with College trips, enrichment activities and events as required.

Health and Safety

- Act as the departmental lead for laboratory health and safety procedures.
- Maintain up-to-date knowledge of CLEAPSS guidance and ensure departmental practices reflect current recommendations.
- Ensure compliance with relevant legislation and guidance, including the Health and Safety at Work Act, COSHH Regulations, Hazardous Waste Regulations, and DfE and CLEAPSS requirements.
- Prepare, review and maintain risk assessments for practical activities and laboratory operations.
- Ensure the safe storage, handling and disposal of chemicals, hazardous substances and laboratory materials.
- Maintain safety records, inventories and associated documentation.
- Ensure emergency and safety equipment is regularly inspected, maintained and fit for purpose.
- Promote a culture of safe working practices amongst staff and students.
- Represent Science at Health & Safety college meetings.

Support for Art Exhibitions and School Events

You will occasionally support the Art and Photography Department by:

- Assisting with the preparation and installation of student exhibitions.
- Helping to transport, mount and display artwork safely.
- Supporting the preparation of exhibition spaces and school showcases.
- Assisting with practical logistics for open events and exhibitions.
- Helping to maintain display equipment and exhibition materials.
- This element of the role is expected to be very occasional and seasonal, with Science remaining the primary focus of the position.

Person Specification

Qualifications and Experience

- (Ideally) educated to A-level standard or above in a Science subject.
- Experience working in a laboratory, educational or technical environment.
- Experience supporting practical Science activities.
- Good working knowledge of laboratory safety procedures.

- Competent IT skills, including Microsoft Office and Google Workspace.

Knowledge

- Strong understanding of laboratory health and safety requirements.
- Good knowledge of chemical storage, preparation and disposal procedures.
- Understanding of COSHH regulations and risk assessment processes.
- Familiarity with A-level practical Science requirements.
- Knowledge of CLEAPSS guidance and safe laboratory practice.

Desirable

- Degree or qualification in a Science-related discipline.
- Previous experience supporting A-level Chemistry.
- CLEAPSS Technician training or equivalent.
- Experience working in an independent school environment.
- First Aid qualification.
- Experience supporting exhibitions, displays or creative projects.

Personal Qualities

- Excellent organisational skills and attention to detail.
- Calm, reliable and methodical approach to work.
- Ability to prioritise effectively and manage competing demands.
- Strong interpersonal and communication skills.
- Flexible and willing to support wider school activities.
- Commitment to safeguarding and promoting student welfare.

Key Competencies & Requirements

- Strong practical and organisational skills with the ability to manage your own workload.
- Demonstrable scientific and technical knowledge and good IT skills.
- Effective communication and teamworking skills.
- The ability to cope with competing demands.
- A thorough, meticulous approach.
- The ability to work using your own initiative.
- Demonstrates personal responsibility by motivating, showing drive and determination.
- Organises work without supervision, being adaptable, flexible and showing good judgement.
- Works effectively with other people by being self-aware; treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained.
- Develops good working relationships with colleagues, and shares knowledge and best practice.
- Ability to manage difficult situations if they should arise, keeping the values of the college and the wellbeing of students in mind always.

- Demonstrate individual initiative and an ability to complete tasks without supervision whilst also functioning as a part of a team.

Safeguarding

All staff at Earlscliffe share responsibility for safeguarding and promoting the welfare of children and young people. Staff are expected to uphold the school's safeguarding policies and procedures, maintain appropriate professional conduct, and report any concerns regarding student welfare in accordance with statutory guidance and school protocols.

Please note, this role's responsibilities are subject to change, and the items listed are not exhaustive.