



QUEENS' SCHOOL

Dare to be Great

Senior Science Technician Job Description

Post title:	Senior Science Technician
Reporting to:	Head of Science
Purpose:	Organise, deliver and develop technical services to the Science Department in order to support the teaching of a range of science subjects.
Main Responsibilities:	To co-ordinate the use of practical resources and facilities; Provide assistance and advice in the practical needs of the science curriculum, including liaising with teachers and support staff; Lead a team of Science Technicians
Grade:	Scale H6
Hours of work:	35 hrs per week, 8.15am – 4.00pm, term-time only 45min lunch

Leadership and management

- Prepare and set up equipment and materials ready for use with risk assessments in accordance with manufacturer's instructions and the requirements of teaching staff in the appropriate laboratory.
- Ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.
- Undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.
- Operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.
- Monitor levels of stock and re-order stock as appropriate.
- Assist in compiling inventories of equipment and materials as required in particular with regard to COSHH / CLEAPSS regulations.
- Maintain appropriate records, statistics and filing systems in accordance with stated requirements.
- Assist teaching staff with the general running of practical work sessions in a non-teaching capacity.
- Undertake safety checks as required and comply with the requirements of Health and Safety

- COSHH and other relevant legislation and school documentation and keep records of checks carried out by all staff.
- Clean and make safe spills, breakages and related incidents that requires careful handling.
- Ensure all laboratories are clear at the end of the academy day and are prepared for lessons the next day.
- Ensure that appropriate records are kept of ordering of equipment, stationery and books when required.
- Ensuring the efficient deployment of Technician(s) throughout the department in order to provide an effective service to teaching staff.
- Providing advice and guidance to others within the department.

Support for Teaching and Learning

- To network with other schools and organisations to support a coherent approach, share best practise.
- Ensure that appropriate materials are obtained from inter-lending agencies and that full use is made of advisory services and in-service training.
- To be actively familiar with all the school systems, procedures, expectations and policies.
- To be actively familiar with and promote the values and aspirations of the school and to model expectations to students.

Management of resources

- Manage the available resources efficiently and effectively.
- Identify and collate the future resourcing needs and aspirations for Science for consideration in the school budget planning process.
- To be responsible for managing the science technicians, including their induction, training and appraisal.
- To be responsible for setting up and monitoring systems used in the management and control of practical resources including:
 - Leading on stock control, compiling orders, liaising or negotiating with suppliers
 - maintaining appropriate records;
 - monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy;
 - ensuring the availability of suitable materials and equipment and suggesting alternatives for suitability and economy

Quality assurance

- To compile an annual report to Head of Science on the developmental needs in relation to the science's integral role in supporting the curriculum.
- Monitor and evaluate Technician performance to ensure the delivery of highly effective support for all students.
- Setting work and standards of work for other science staff;

Training & development of self and others

- Keep up-to-date with curriculum developments within the areas of responsibility.
- As a lead professional set personal targets and take responsibility for your own continuous professional development.
- Ensure all new science staff receive an induction.
- Attend departmental meetings when requested by the Head of the Department.

General

- First aider
- Fire Marshall

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	
Date	

March 2026