



Job Description: Science Technician

Reports to:	Assistant Principal for Science
Start date:	ASAP
Location:	Ark Globe Academy, Harper Rd, London SE1 6AF
Contract:	Permanent- Term Time Only
Hours:	8am to 4pm
Salary:	Grade7 : £33,130 - £38,596

Overview of the role:

The Science Technician plays a vital role in supporting the effective delivery of practical science education within a school. They provide technical support to teachers and students across biology, chemistry, and physics, ensuring that all practical lessons run smoothly, safely, and efficiently. Science Technicians help maintain a high standard of practical science by preparing, maintaining, and managing laboratory equipment, materials, and resources.

Key Responsibilities:

Practical and Technical Support

- Prepare, set up, and clear away materials and equipment for science lessons (Biology, Chemistry, and Physics).
- Provide direct technical assistance during practical sessions when required.
- Trial and risk-assess experiments prior to classroom use.
- Support teachers in developing engaging and innovative practical activities aligned with curriculum objectives.
- Assist classroom teachers, as directed, in producing creative classroom displays that enhance teaching and learning.
- Prepare demonstration materials and models for teachers as needed.

Health, Safety, and Compliance

- Maintain science laboratories and prep rooms in a safe, organised, and clean condition.
- Ensure compliance with COSHH, CLEAPSS, and all relevant health and safety legislation.
- Conduct regular safety inspections of laboratories, fume cupboards, and safety apparatus.
- Maintain and update risk assessments and safety data sheets (SDS) for all practical activities.
- Ensure appropriate PPE is available, maintained, and correctly used.
- Safely manage the storage, labelling, and disposal of hazardous substances and waste materials.
- Promote and model safe working practices among students and staff.

Resource and Equipment Management

- Maintain an accurate inventory of science materials, apparatus, and chemicals.
- Monitor stock levels and order supplies in a cost-effective and timely manner.
- Calibrate, test, and maintain laboratory equipment, reporting faults and arranging repairs as necessary.
- Ensure all scientific instruments and ICT-based equipment are functioning properly and updated.
- Support sustainability by managing resources efficiently and minimising waste.



Support for Curriculum and Development

- Assist teachers in designing and implementing new practical activities and experiments.
- Support the delivery of STEM initiatives and enrichment activities such as Science Clubs, fairs, and competitions.
- Provide technical guidance to staff and students on the correct use of scientific equipment and procedures.
- Keep up to date with developments in science education, laboratory techniques, and new technologies.
- Contribute to the ongoing review and improvement of departmental procedures and resources.

Administration and Communication

- Maintain accurate records of equipment use, maintenance, repairs, and incidents.
- Work collaboratively with teaching and technical staff across all science disciplines.
- Participate in departmental and whole-school meetings, contributing ideas for improvement.
- Assist with administrative duties such as photocopying, filing, and data entry on departmental spreadsheets.
- Communicate effectively with suppliers, contractors, and external agencies when sourcing or repairing equipment.

Other

- Carry out other reasonable tasks as directed by the Executive Principal and ALT
- To work collaboratively as a member of the Business Support Team
- To carry out first aid duties, if required
- To undertake fire marshal duties, if required
- To undertake lunch till duties, if required
- To undertake corridor duties, if required
- To be willing to undertake appropriate training in line with contractual duties
- To be flexible in regard to working hours
- Attend and support out of hours' academy events e.g., summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



Person Specification: Science Technician

Qualification Criteria

- Right to work in UK
- Ideally qualified to degree level or proficient to A-Level standard in a scientific field.

Experience

- Professional laboratory experience is preferred
- Ideally the candidate will have experience of working in a school
- Ideally the candidate will have Health and Safety training or experience.
- Be proficient in the use of systems

Personal characteristics

- Effective leadership worker: helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion
- Keen to learn and develop own skills

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Globe Values outlined in our Culture Pyramid
- The courage and conviction to make a difference

Other

- The post holder must be committed to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).