Job Description

POST TITLE	Science Technician
Purpose:	To support the teaching of Science by providing effective technical support services
Context Statement:	Working in the Science Department, the post holder will be expected to promote and convey a passion for Science, prepare equipment and materials for practical lessons. The role involves the provision of routine maintenance and cleanliness of equipment and science labs, ensuring that appropriate health and safety regulations and guidance are adhered to. In addition, the post holder will perform administrative duties such as maintaining COSHH records and managing department stock levels; liaising and negotiating with suppliers.
Reporting to:	Head of Science and Senior Technician
Responsible for:	None
Principal Contacts:	Science staff and Students
Working Time:	37 hours per week plus 10 days (including 5 PDDs), thirty minutes unpaid lunchbreak each day. An apprenticeship may be available for a suitable candidate.
Salary/Grade:	NJC SCP 7-11
Disclosure level:	Enhanced
Key Responsibilities	
Outline responsibilities and tasks	Under the direction of the Head of Science and classroom teachers the post holder will: • Prepare practical equipment and resources to required specifications • Contribute to the design, development and maintenance of specialist resources • Ensure compliance with appropriate Health and Safety legislation and maintain statutory documentation e.g. COSHH • Maintain an orderly, clean and safe environment in the science labs, preparation and storerooms • Ensure that equipment is in correct working order, carrying out routine maintenance, cleaning, calibration and testing to a required standard • Dispose of waste materials in accordance with current legislation • Perform administrative duties such as stock control, Health and Safety paperwork etc
Communications:	• Communicate effectively and positively with all stakeholders
Student Welfare:	• Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including pupils with educational, physical or emotional special needs
Safeguarding, confidentiality and data protection:	• Undertake Safeguarding Training as required • Ensure that all students and staff are appropriately safeguarded • Maintain appropriate levels of confidentiality when dealing with stakeholder data and information • Adhere to the General Data Protection Regulations

Extra-Curricular:	• Support the school's extra-curricular programme through active participation
Personal Development:	• Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD
Health and Safety:	• Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy
Additional Duties:	• Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils to follow this example

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.

Name of Post holder:	
Signed:	Date:

Version Number:	2
Date:	October 2026

Pershore High School

Quest Learning Trust

Science Technician		
PERSON SPECIFICATION:	**Essential**	**Desirable**
Knowledge & Experience		
Minimum Grade C/4 GCSE in English and Mathematics or equivalent	✓	
Minimum NVQ Level 3 qualification or experience in a relevant subject		✓
Experience of working in a school		✓
Knowledge of relevant Health and Safety Regulations particularly COSHH		✓
Relevant experience / training in the use of Microsoft packages including Word and Excel		✓
Skills & Abilities		
Ability to perform routine maintenance and calibration of specialist equipment		✓
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to interact positively with students and colleagues	✓	
Ability to use ICT effectively		✓
Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines	✓	
Ability to understand and carry out verbal and written instructions	✓	
Ability to organise and prioritise work	✓	
Ability to remain confident yet discreet in dealing with students	✓	
Personal Qualities		
Demonstrate high standards and encourage them in others	✓	
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
A sensitive and caring manner	✓	
Calm under pressure	✓	
Willingness to adapt to the changing needs of the school and its students	✓	