



St Bonaventure's



POST:	Senior Science Laboratory Technician
SCALE:	GLPC Support Staff Scale 6
SCALE RANGE:	18 - 20
HOURS:	36 hours per week / 41 weeks per annum (Term time plus 2 weeks). 8:30am - 4.15pm (30 mins for lunch).
REPORTS TO:	Curriculum Leader for Science and Assistant Headteacher - Line Manager for Science Headteacher

SCIENCE DEPARTMENT

The Science Department has 12 teaching staff, 8 laboratories, 1 Prep Room and a Chemical Store cupboard and caters to the development and achievement of over 85% of the school population from Year 7 through to Year 13. This is an exciting time to join our Science Department which achieved it's best ever results at KS5 in the 2022 Exam Series and is looking to build on that momentum for further progress in our results at both KS4 and KS5; which will see you provided with opportunities to grow and develop within a strong team of committed Science specialists. We have 4 modern renovated laboratories with 4 additional laboratories that will be developed in the coming years.

The successful candidate must be a hard-working team oriented individual who is passionate about the role that practical work plays in Science education and cultivating enthusiasm for the subject, and developing the knowledge of both staff and students alike. Here at St. Bonaventure's were acutely aware of the important role the Science technicians play, providing administrative and technical support to teaching staff across the three specialisms and ensuring the safe and proper use of and maintenance of resources and equipment. The ideal candidate will be well organised, flexible and willing to go the extra mile in support of the department.

CATHOLICITY

St Bonaventure's is a Catholic School. The post holder will be expected to uphold at all times the Catholic Ethos of the school but you do not need to be a practising catholic yourself.

PURPOSE

To work as part of a team of support staff based at the school providing timely and effective support to all teachers in the Science Department through the management of a team of laboratory technician(s).

CORE TECHNICAL DUTIES

1. Lead and coordinate the technical support for practical science across the department, ensuring the effective delivery of practical activities across KS3–KS5.
2. Liaise with teaching staff regarding curriculum plans, practical requirements, timetables and examination needs.



St Bonaventure's

3. Prepare, trial and support practical activities, including the preparation of chemical solutions, reagents and specialist equipment.
4. Prepare, deliver, collect and safely store apparatus, chemicals and materials for lessons and examinations.
5. Provide technical advice, guidance and demonstrations to staff and students where required.
6. Lead departmental health and safety procedures, including risk assessments, CLEAPSS/COSHH compliance, safe storage and disposal of chemicals, routine safety inspections and acting as Radiation Protection Officer (RPO).
7. Maintain, clean, repair and, where necessary, construct or modify apparatus and equipment for practical use.
8. Manage laboratories, prep rooms, chemical stores and equipment to ensure safe, organised and efficient working environments.
9. Coordinate stock control, auditing and procurement of equipment, chemicals and consumables, including checking and safely storing deliveries upon arrival.
10. Maintain accurate records relating to stock control, maintenance, practical activities and health and safety.
11. Respond appropriately to laboratory incidents including spillages, breakages and equipment faults.
12. Care for departmental plants and animals (we have two bearded dragons) in accordance with welfare and safety requirements.

GENERAL DUTIES

1. Organise and coordinate the work of technicians to ensure effective technical support across the Science Department.
2. Support and develop technicians and teaching staff through guidance and training on practical procedures and laboratory safety.
3. Work collaboratively with teaching staff and technicians to support high-quality teaching and learning.
4. Source and purchase equipment, chemicals and consumables, including occasional collection from local suppliers or retail outlets, in line with departmental procedures.
5. Maintain departmental administrative systems, including financial records, ordering documentation and maintenance requests.
6. Support departmental administration, including the organisation and distribution of examination and cover materials where required.
7. Keep up to date with developments in practical science, curriculum changes and relevant health and safety guidance.
8. Attend and contribute to departmental meetings, training and wider school activities as required.



St Bonaventure's



9. Undertake any other duties appropriate to the grade and nature of the post as directed by the Head of Department or Senior Leadership Team.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Experience working in a school or laboratory science environment across Biology, Chemistry and Physics at secondary level, including KS5.	✓	
Proven experience preparing and independently setting up KS5 Chemistry practicals, including the preparation of chemical solutions, reagents and specialist apparatus.	✓	
Strong working knowledge of health and safety legislation relevant to science laboratories, including COSHH, CLEAPSS guidance and risk assessment procedures.	✓	
Demonstrable ability to work safely with chemicals, including correct handling, storage, labelling and disposal.	✓	
Experience ensuring practical activities are trialled, safe, and effective prior to use in the classroom.	✓	
Ability to organise, prioritise and manage a demanding workload across multiple laboratories and competing deadlines.	✓	
Ability to maintain positive and professional working relationships, managing interactions constructively and contributing to a respectful and collaborative team environment.	✓	
High level of accuracy and attention to detail in the preparation of resources, solutions and equipment.	✓	
Strong ICT skills, including confident use of Microsoft Office (Word, Excel, PowerPoint) and data/inventory systems.	✓	
Excellent communication skills, with the ability to work effectively with teaching staff, technicians and senior leaders.	✓	
Ability to work independently, use initiative and make informed decisions in a practical laboratory environment.	✓	
Proactive approach and efficient time management and prioritisation skills		
Commitment to safeguarding and promoting the welfare of children and young people, alongside high levels of integrity, professionalism, motivation and commitment to the ethos of the school.	✓	



St Bonaventure's



Experience supervising, supporting or coordinating the work of technicians or support staff.		✓
Experience managing stock control systems, ordering processes and resource budgets within a science department.		✓
Experience in identifying training needs and coordinating or delivering training for technicians and/or support staff to improve practical provision and safety.		✓