



Beachborough

POSITION	Science Technician
REPORTS TO	Head of Science
CONTRACT TYPE	Term Time, Part Time, 20 hours pw

The Role:

To Provide support to the Science Department to ensure the smooth running of the department and lessons.

Key Responsibilities and Accountabilities:

- To ensure the smooth and safe running of the department.
- To provide the necessary equipment and resources for practical work within the department.
- To provide full support for academic staff in the department.

Key Tasks:

- Preparation, setting out, clearing, and cleaning of apparatus and chemicals or specimens for practical work and demonstration during working hours. Kit up practical's that take place outside of working hours, so they are ready to use.
- To provide technical support for staff and students
- To maintain and care for stock, equipment, fabric and furnishing, including periodic valuation of their relevance and safety.
- To undertake periodic safety checks on equipment and materials used to ensure that they comply with Health and Safety Regulations and Requirements. Maintain safety check data on lablogger.
- Buy equipment and consumables as required, keeping the Head of Department informed of larger spend items and keeping within the department budget.
- Monitor all spend on equipment and consumables against the department budget and keep the Head of Department informed of spend.
- Assist the Head of Department in setting and justifying the new yearly budget for equipment and consumables.
- To maintain an inventory of all equipment in the stores and keeping it updated. Maintain stock levels and minimum stock of the relevant equipment through Lablogger. As administrator of Lablogger use this as a point of coordination for the teaching team regarding which equipment is available for use and when. Ensure each Practical Template on Lablogger contains the relevant Hazard data and Risk Assessments. Ensure hazardous chemicals are appropriately labelled and are clearly flagged on the template to inform teaching staff.
- Creating templates for new practical's on Lablogger to share good practice with the rest of the Teaching Team. Continually reviewing and improving the current templates with safety and cost of resources in mind.
- To help ensure laboratories are kept tidy and clean. To assist academic staff in duplicating and photocopying.
- Keep abreast of changes in guidance from CLEAPSS regarding prep schools' practical science.
- To attend departmental meetings and have a technician slot and during this time raise any changes in guidance regarding safety in practical Science (via CLEAPSS bulletins) and any that impact on the syllabus/topics taught.

- To perform any additional duties as may reasonably be assigned to the Technician from time to time by the Head of Science.
- To participate in staff development and performance review activities to keep knowledge and skills up to date, as necessary.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation always. Organise materials in the department ensuring that relevant equipment stock locations are maintained on Lablogger.
- Assist with STEAM days and Volts sessions.
- Assist with organisation of trips.
- Select and publicise Science in the News articles and coordinate the Science teachers Scientists of the Week for display on the lab doors.

Person Profile: In the role you must be able to demonstrate:

- Sound educational background in science.
- Appropriate training or experience in laboratory work or a willingness and aptitude to be trained. Knowledge of safe laboratory practice.
- Excellent customer service; warm, friendly with good communication skills.
- Able to use own initiative, confident and able to motivate others.
- Practical/hands on experience.
- Ability to show initiative and to prioritise one's own work and that of others.
- Ability to work as part of a team and individually.
- Confident in the use of IT.
- Health and Safety training or qualifications i.e. Handling hazardous chemicals is desirable.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Reviewed: October 2025