


PADGATE ACADEMY

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Principal: Mr A McMillan Bsc (Hons)

Vacancy

Science Technician



April 2025



JOB DESCRIPTION

JOB TITLE: Science Technician
GRADE: Grade 5 SCP point 8 to 14

Organisational Relationships

Responsible to: Head of Department; Science
Responsible for: Undertaking duties in support of the work of teaching staff in the Science department

Job Overview

The preparation of materials and equipment for science lessons

Maintaining science laboratories and preparation rooms and their equipment and services in good order

General duties in support of the teachers in the Science department

The precise duties would be determined by the Head of Department consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below:

Preparation of science materials and equipment; for example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage
- Preparing necessary solutions
- Checking individual components in and out for class use

Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms for lessons

Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff

- Preparation of chemicals and solutions
- Liaising with staff over the use of equipment and stock
- Advise staff of any problems, including safety aspects
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Returning apparatus etc., and chemicals to storage as soon as practicable
- Repairing damages or arranging for this to be done
- Constructing apparatus and equipment
- Purchase of sundries from local supermarkets



Routine maintenance of science laboratories and preparation rooms, their equipment and services:

- Maintaining a clean and tidy laboratory in conjunction with the teacher in charge of the room
- Cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor
- Sorting materials tidily
- Keeping equipment clean
- Looking after animals, insects and plants kept by the department
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items
- Carrying out safety checks on equipment e.g. Bunsen tubing etc.

Maintaining the stocks of science chemicals and equipment e.g.:

- Taking stock of chemicals, consumables, stationery, books and breakable items
- Advise Head of Department on stock replacement needs
- Ordering the above
- Checking deliveries

General duties

- To support Academy activities, attending appropriate Academy events
- To assist with any further duties as requested by the Head of Department
- Any other duties deemed reasonable, as directed by the Principal

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

In the fulfilment of these duties the post holder shall have regard to the:

- Requirements for Health and Safety at Work.
- Statutory regulations where they apply.
- Child protection and safeguarding.
- National agreed codes of practice.
- School Health and Safety Policies and security procedures.
- Copyright procedures.

The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check which will be applied for by the Trust.