

BROMSGROVE SCHOOL

Job Description:	<i>Science Technician (Biology)</i>
Line Manager:	Head of Biology; reporting through the Head of Science (Senior School) to the Bursar.
Hours of Work:	37.5 hours per week during term time, plus an additional 10 days during school holiday periods to ensure the Department is fully prepared and maintained. Working hours: 9.00am to 5.00pm Monday to Friday, or 9.30am to 5.30pm (term time only plus two weeks in school holidays).
Salary:	£13.84 per hour.
Holidays:	School holiday periods, excluding the additional working days noted above. Paid entitlement is 6.4 weeks pro rata.
Pension:	A 7% contributory pension scheme is available.
Sickness Entitlement:	During probation: Nil • Year 1: Two weeks full pay • Year 2: Six weeks full pay • Years 3–5: Eight weeks full pay • Years 6–10: Ten weeks full pay • Year 11 onwards: Twelve weeks full pay
Other Benefits:	Free lunch provided daily, free on-site car parking

General Overview

The Science Technician will support the Biology Department to ensure that practical lessons are delivered effectively, safely, and in line with departmental requirements.

Core Responsibilities

- Preparing, setting out, and making up solutions; assembling apparatus; delivering equipment to classrooms; clearing away apparatus and chemicals after use.
- Ordering and managing textbooks, digital platforms, ICT and audio-visual resources.
- Collecting, checking, and returning equipment to the prep room; maintaining laboratory equipment and apparatus.
- Arranging and carrying out maintenance and repair of resources; constructing or modifying apparatus where required.
- Preparing and trialling experiments; assisting in practical classes; supporting demonstrations for lessons, open mornings/days, and other events.
- Working with teaching staff to ensure practical sessions meet curriculum requirements and providing in-lesson support when needed.
- Assisting with photocopying and preparation of teaching materials.

- Servicing laboratories and practical areas, including maintaining class sets of equipment and responding to spills, hazardous materials, broken glassware, and other issues.
- Liaising with Senior School colleagues and technicians, including working across the site as directed.

Health, Safety and Compliance

- Complying with all departmental and school health and safety procedures.
- Seeking guidance from the Health & Safety Manager when required.
- Ensuring safe storage of all stock, chemicals, and equipment.
- Following current safety guidance, including CLEAPSS, COSHH, HazCards, and relevant updates.
- Carrying out general prep-room and laboratory cleaning, including bench surfaces, fixed equipment, sinks, and supervising the emptying of sink traps.
- Monitoring stock levels, re-ordering as necessary, and maintaining accurate inventories, including chemical stock records.
- Obtaining materials through local purchase and disposing of waste safely following approved procedures.
- Ensuring medical and emergency eyewash stations and eye protection equipment are maintained and accessible.
- Completing risk assessments for technician activities and supporting teachers and students with health and safety guidance.
- Assisting in the creation and review of departmental risk assessments.
- Conducting regular safety checks on apparatus and staying up to date with health and safety requirements.
- Carrying out safety checks on laboratories, prep rooms, and stores, including electrical equipment, first-aid kits, emergency eyewash, pressure vessels, Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate over time.
- Keeping up to date with developments in practical science.

Additional Information

This job description is not exhaustive. The post holder may be required to undertake other reasonable duties as directed by the Head of Science. The description may be reviewed annually or earlier if necessary and amended following consultation.

PERSON SPECIFICATION

Experience and Qualifications

- Previous laboratory experience — **Desirable**
- Relevant scientific background — **Essential**

Skills, Knowledge and Abilities

- Good organisational skills — **Essential**
- Ability to meet deadlines — **Essential**
- Ability to work effectively as part of a team — **Essential**
- Good communication skills — **Essential**
- Strong attention to detail — **Essential**
- ICT competence — **Essential**
- Understanding of health and safety practices — **Essential**
- Understanding of CLEAPSS and COSHH — **Desirable**

Personal Qualities

- Friendly and approachable manner — **Essential**
- Flexible approach to work — **Essential**

HOW TO APPLY

Please complete the online application form. Closing date is 24 July 2026.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and DBS