

BROMSGROVE SCHOOL

We currently have the following vacancy within our Science Department based at the Prep School:

SCIENCE TECHNICIAN

(full-time position, 37.5 hours per week, term time only)

We seek a professional individual to work with the Science Department to ensure practical sessions are effectively delivered.

Closing date for all applications is 18 August 2025.

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

JOB DESCRIPTION

Job Title:	Science Technician
Line Manager:	Head of Science, Prep School through to the Head of Prep School.
Hours of Work:	37.5 hours per week during term time, plus a further 10 days during school holiday periods to ensure the Department is always prepared and maintained.
Salary:	£ 13.84 per hour.
Holidays:	School holiday periods with the exception of those periods of time mentioned in hours of work. The paid entitlement is 6.4 weeks.
Pension:	A 7 % contributory pension scheme is available.
Sickness:	During the probationary period Nil During the first year, two weeks of full pay During second year, six weeks of full pay During years 3-5, eight weeks of full pay During years 6-10, ten weeks of full pay During year 11 and thereafter 12 weeks of full pay
Other Benefits:	Free lunch provided daily Free car parking

GENERAL DUTIES

Working with the Science Department to ensure that practical classroom sessions are effectively delivered in accordance with the requirements of the Head of Department following safe working practices throughout.

Core activities

- Preparing, setting out, making up solutions and assembling apparatus, delivering equipment to rooms, clearing away apparatus and chemicals.

- Ordering and managing textbooks, digital platforms ICT and audio-visual resources for classes.
- Collecting, checking and returning equipment to the prep room, taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources. Constructing and modifying apparatus.
- Preparing experiments, trialling practical activities, assisting in practical classes, carrying out demonstrations for classes, open mornings /days and other events.
- In liaison with teaching staff ensuring that practical sessions are prepared in accordance with the curriculum needs and to provide support during practical lessons when needed.
- Assisting in the provision of photocopied material as requested by the teaching staff.
- Servicing the laboratories and other practical areas in the science departments maintaining class sets of equipment kept in each laboratory and including on call attention to scientific debris, hazardous materials / spills, broken glassware etc.
- Liaising with Senior School colleagues and technicians, as required, including working across the site as directed.

Health, Safety and Compliance

- Being aware of, and complying with, all departmental/school instructions and procedures relating to health and safety at work.
- Seeking support, guidance and advice from the H&S Manager as appropriate.
- Ensuring full compliance relating to the safe storage of all stock, chemicals and equipment.
- Following safety procedures within the relevant guidance and keeping up to date e.g. through CLEAPSS and COSHH literature, HazCards and advice.
- General prep room and laboratory cleaning (bench surfaces and fixed equipment), sinks, emptying supervising the emptying of sink traps.
- Checking stock and re-ordering as necessary, maintain inventories and records, including an accurate record of stocks of chemicals. Stocktaking chemicals and/or equipment. Obtaining materials by local purchase and disposing of waste materials safely following approval and advice from senior personnel
- Ensuring medical and emergency eyewash, and eye protection equipment is appropriately maintained and accessible.
- Carrying out risk assessments for technician activities. Providing technical support to experienced / trainee teachers including health & safety guidance and providing technical support to students / pupils including health & safety guidance.
- Supporting in the creation and review of departmental risk assessments.

- Carrying out regular safety checks on apparatus, keeping up to date with health & safety requirements.
- Carrying out health & safety checks on laboratories, prep rooms and stores
- Carrying out safety checks, which may include electrical equipment, first-aid kits and emergency eyewash equipment, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware, and chemicals that deteriorate.
- Keeping up to date with developments in practical science and take part in the current appraisal arrangements.

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other duties which may be reasonably given to them by the Head of Science from time to time. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation with the post holder.

How to Apply

Please complete the online application. Closing date is 18th August.

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PERSON SPECIFICATION

Experience and Qualifications

	<u>Essential</u>	<u>Desirable</u>
Previous laboratory experience		*
Relevant scientific background	*	

Skills, Knowledge, Abilities

Good organisational skills	*	
Ability to meet deadlines	*	
Teamworker	*	
Good communication skills	*	
Attention to detail	*	
ICT skills	*	
Understanding of H&S practices	*	
Understanding of CLEAPPS and COSHH		*

Personal

Friendly and Approachable	*	
Flexible approach to work		*