



The Harvey Grammar School

Science Technician (37 hours per week, 38 weeks per year) HGS4

Job Description

Line Manager: Head of Science

Responsibilities

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Prepare lesson materials for Physics, Chemistry and Biology
- Set up apparatus for teacher demonstrations.
- Prepare a class set of apparatus for a practical session, class assessments, internal and external examinations.
- Clear apparatus away after lessons, ensuring that equipment is dismantled and stored appropriately, washing up where necessary.
- Clean sinks in Preparation Room and Laboratories.
- Identify faulty items and consult Head of Department with regard to repair or replacement.
- Service on a daily and weekly basis particular laboratories to ensure an adequate supply of basic glassware and materials, to include paper and board pens.
- Visual check of mains electrical cable and plug on equipment each time it is used.
- Prepare apparatus for experiments to cover new courses. This can involve the assessment of the apparatus to ensure its suitability for the experiment.
- Maintain a supply of worksheets for classes.
- Maintain equipment inventory.
- Prepare orders for equipment required by the Department and check orders against deliveries.
- Be familiar with the position of Fire Extinguishers, Fire Blankets and Sand buckets in each laboratory and understand the use of this equipment.
- Be familiar with the position of the main Gas supply tap to each laboratory and to individual benches.
- Remove all broken glassware from laboratories regularly.
- To understand the Health and Safety regulations and with particular reference to the Ionising radiation procedures.
- Under the direction of the teacher, to provide support and guidance to pupils in using equipment or undertake learning activities.
- To participate in training and other learning activities and performance development as required.
- To provide admin and clerical support as directed by the teacher, e.g. display work, reprographics, entering data and any other admin duties.
- As a fully trained First Aider, to offer First Aid to pupils when required.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils

September 2025