



Job Description and Person Specification

Science Technician

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Science Technician

NJC Pay scale C (Point 3-4)

£24,796 - £25,185FTE, pay award pending (Actual £21,970 - £ 22,314)

37 hours per week TTO plus 1 week (39 weeks) 8.30am-4.30pm

Start Date: 1st October 2026 (or as soon as possible after)

Key objective:

To provide support to enable the smooth running of lessons with a focus on practical activities, and to maintain a safe working environment.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Main responsibilities

- the preparation of solutions, materials, cultures for living organisms
- assembling /setting up apparatus
- preparing practical activities and demonstrations
- constructing and modifying apparatus
- stock taking of equipment or consumables
- organising and storing resources
- Cleaning of equipment and disposing of chemicals following practical activities

General

- Assist the senior technicians to maintain records and inventory checks in relation to safety and hygiene
- Assist with the creation of displays and resources for both face to face and remote/online activities
- Provide First Aid support as required by the school (Training will be provided)
- General administration including photocopying, printing, photographing of students work
- Support as an additional member of staff on trips
- Attend relevant meetings as required
- Participate in training and performance development as required

Person Specification

We are looking to appoint somebody with previous Science experience and knowledge up to at least A-level study. This can be a physically demanding role.

Candidates will be assessed against the following criteria. The methods of assessment used for each criterion are indicated. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

All criteria are desirable unless marked E for essential. A=application, I =Interview and other assessments/activities R= reference.

Skills, Knowledge and Experience	
Criterion	Assessment
Recent experience working in a Secondary school	A/I
Relevant science or laboratory experience or science knowledge equivalent to A level study	A/I
First Aid trained (or willing to undertake training)	A/I
ICT Literate	A/I
Ability to establish effective relationships with young people	A/I
Good organisational skills	A/I/R
Ability to build effective working relationships	A/I
Awareness and understanding of key issues in relation to academies and schools	A/I
Evidence of continuing professional development	A/I
Experience of implementing policies, procedures and systems	A/I
Demonstrate a high attention to detail	A/I
Working knowledge of Microsoft Office E	A/I
Qualifications	
GCSE Maths & English to Grade C/5 or above.	A
Personal Qualities	
	A

Calm and unflappable even when under pressure E	I/R
Well organised, proactive and a self-starter E	I/R
Good problem solving and thinking skills E	I/R
A genuine concern for and respect for others E	I/R
Professional Integrity E	I/R
Empathetic	I/R
A sense of humour	I/R
The ability to inspire and to motivate others	I/R

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.