

Frewen College

Job description – Science Technician

General Information:

Job Title	Science Technician
Number of Full Time Equivalent Roles	0.76 FTE
Working Hours	Termtime, Monday to Fridays, 37.5 hours per week 8.30am to 4.30pm with 30-minute unpaid lunch break Outside Termtime: up to 11 full days per year in school holidays to include INSET
Other relevant factors	A uniform will be provided to ensure compliance with Health and Safety requirements.

Job Description:

Reports to: Head of Science and through them the Headmaster

Purpose of the Role

To provide high-quality technical support to the Science Department to ensure the safe, effective, and efficient delivery of practical science lessons. The role involves preparing materials and equipment, maintaining laboratories, supporting staff and pupils, and ensuring compliance with health and safety requirements.

Key Responsibilities

Laboratory Support

- Prepare, set up, and clear away equipment and materials for practical lessons in Biology, Chemistry, and Physics.
- Support teaching staff during practical lessons where required.
- Ensure laboratories are organised, clean, and ready for use at all times.
- Assist with demonstrations and practical activities under teacher direction.

Health & Safety

- Ensure all practical work complies with health and safety legislation and school policies.
- To complete risk assessments for all science technician activities with oversight from the Head of Science.
- Support the Head of Science with appropriate risk assessments in line with CLEAPPS guidance for science technicians for practical activities and departmental health and safety.

Frewen College

Job description – Science Technician

- Maintain up-to-date knowledge of CLEAPSS guidance and ensure compliance with recommended practices.
- Ensure safe storage, handling, and disposal of chemicals and biological materials.
- Report hazards, defects, and incidents promptly and accurately.

Equipment & Resources

- Maintain, clean, and calibrate laboratory equipment as required.
- Monitor stock levels and assist with ordering and replenishing chemicals, equipment, and consumables.
- Keep accurate records of stock, equipment maintenance, and safety data sheets (COSHH).
- Keep all appropriate databases up-to-date.
- Label, store, and manage chemicals safely and in line with regulations.

Administrative & Organisational Duties

- Maintain inventories of equipment and resources.
- Support exam practical requirements and assessments where applicable.
- Assist with preparation for inspections, audits, or accreditation visits.
- Use school systems to record information and communicate with staff.

Support for Pupils and Staff

- Promote safe working practices among pupils.
- Support inclusive access to practical science for all pupils.
- Provide guidance to staff on the use of equipment and resources.
- Provide in-class support, as required, for pupils with dyslexia and co-occurring SpLDs, enabling access to learning and promoting independence.
- Work under the direction of the Head of Faculty and teachers to support learning activities, including differentiated and adapted tasks, and assisting with demonstrations.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.

Frewen College

Job description – Science Technician

- Use dyslexia-friendly approaches, multi-sensory strategies, and assistive technology to support learning.
- Prepare appropriate resources for examinations.

General

- To participate in appropriate meetings with colleagues, parents, pupils, and other professionals as required.
- To keep up to date with, comply with, and fully implement, School policies and procedures.
- Build and maintain strong, positive, and respectful relationships with students, colleagues, and parents.
- Demonstrate care, empathy, and consistency in interactions with students.
- To undertake pastoral duties such as break duty, PSHE support (as appropriate), assemblies.
- To ensure that Frewen College's Behaviour Management Policy and procedures are implemented at all times.
- To play a full and active part in the life of Frewen College as an independent boarding school at all times including extra-curricular activities.
- Model high standards of professional behaviour at all times.
- To play an active part on promoting the school ethos, mission, vision, and values.
- Flexibility in order to fully support the operational and strategic needs of the school.
- To undertake any other reasonable duties as requested by the Headmaster or Deputy Heads.
- To perform any other key tasks which the Headmaster may reasonably assign.

Safeguarding:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.