READING BLUE COAT

Job Profile – SCIENCE TECHNICIAN (Interim)

Responsible to: **Science Coordination Lead**

Application Deadline: 09:00 on Monday 16 November 2026

The Post

Duties will be provide technician support across Biology, Chemistry and Physics as needed. They will include the preparation and setting out of apparatus and specimens for day-to-day teaching and for examination practicals.

Specific duties:

- Preparation of practicals for class teaching.
- Building and/or maintaining apparatus.
- Preparation of practicals for internal and external examinations.
- The specialist clearing of laboratories, cleaning and storing of apparatus, including organising prep-room.
- Cataloguing and maintenance of apparatus.
- Covering textbooks and recording the issue and return of textbooks to pupils.
- Maintaining of the stock of materials and apparatus, advising when purchases are necessary to replenish stock.
- Purchasing of items from suppliers using the iFinance purchase order system and maintaining a record on the system for budgeting purposes. Order and maintain resources as directed, including stationery.
- Assist with the management of the departmental budget under the guidance of the Head of Department.
- Assist with the upkeep of notice boards and displays in the department.
- Assist in keeping the classrooms, office and stores in an orderly fashion.
- Help to keep Schemes of Work up to date.
- Maintain organised folders with copies of all practical instructions.
- Help with the administration and organisation of Open Days and public events for the department, including arranging any equipment for visiting speakers and ordering refreshments for events.
- Attend Open Days to promote the department (usually 2 Saturday mornings each year).
- Be available to accompany trips if these fall on the designated day and hours of work.
- Act professionally and with good conduct at all times.
- Undertake such other duties, as detailed by your line manager, that may from time to be required to ensure the smooth running of the school.

Additional Duties:

- Promote and safeguard the welfare of pupils at the School.
- Use technical and operational knowledge to ensure a safe environment.

PERSON SPECIFICATION

SCIENCE TECHNICIAN

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge And Experience

- A good knowledge of basic science E
- A good understanding of the Health and Safety issues pertaining to working in a laboratory environment E
- Previous experience of working in a scientific environment E
- Previous experience of working as a science technician D
- Successful experience of managing and organising own work D
- Experience of working in an education setting D

Skills and Personal Attributes

- A keen interest in science E
- Enthusiastic, adaptable and energetic E
- High standards of achievement and professionalism E
- Ability to communicate effectively, orally and in writing E
- Good organisational and planning skills including prioritising tasks, working to deadlines and working with a high degree of personal efficiency E
- Have good attention to detail E
- Shows initiative E
- Thinks creatively to anticipate and solve problems E
- Staying calm and cheerful when working under pressure E
- Confident in offering support and guidance to staff and students E
- Be able to work effectively as part of a team E
- Be able to work unsupervised E

Qualifications

- Educated to at least 'A' level or BTEC Level 3 in a relevant scientific subject. D

Requirement
E - Essential
D - Desirable

NB. This job description and allocation of responsibilities is not exhaustive and may, with consultation, be amended from time to time.

November 2026