



Job Title:	Senior Science Technician (specialising in Biology and Chemistry)
Department/School	Science
Reports To:	Head of Science

Job Purpose

You will deliver dedicated technical support in Chemistry and Biology, managing the safe preparation and handling of chemicals, specimens and equipment to facilitate a safe learning environment. You will work closely with the Physics Specialist Technician, ensuring the smooth execution of practical science lessons across all key stages, including A level.

Main responsibilities

- Coordinate the preparation and delivery of practical experiments and demonstrations to facilitate effective teaching and learning within the Science Department.
- Manage chemical inventories, overseeing the ordering and safe storage of materials in accordance with COSHH, SSERC and CLEAPSS guidelines.
- Conduct and oversee risk assessments, actively promoting safe working practices throughout the department.
- Oversee the repair and servicing of equipment which may be done in-house or by external contractors.
- Support staff and pupils in the effective use of equipment and practical set-ups.
- Update knowledge and keep informed of new developments and updates from governing bodies, using new technology, equipment, and techniques where appropriate
- Liaise with Heads of Science and the Finance Team, to monitor departmental expenditure, and manage the purchase of equipment, material and online subscriptions.
- Liaise with the Health and Safety Officer and Policy and Compliance Officer to ensure compliance with regulations.
- Ensure that the preparation rooms, fume cupboards and laboratories are kept in a safe and tidy condition, in line with Health and Safety guidelines.
- Support the Science Department's Saturday enrichment programme, outreach activities, academic trips, and School open days with planning and preparation of educational material and practical demonstrations.
- Support the Science Department in delivering the CREST Award programme with the preparation of practical resources.

Skills

We are seeking an enthusiastic and adaptable individual who possesses the following attributes:

- Excellent organisational, communication, and IT skills
- A calm, efficient, and flexible approach, particularly under pressure
- A commitment to the ethos and values of Loretto School

Knowledge, Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• HNC or equivalent in Chemistry or Biology OR able to demonstrate knowledge, skills and competencies gained through relevant experience.	<ul style="list-style-type: none">• Degree in Biochemistry• Safety in Microbiology Level 3 (Will be expected to obtain this shortly after appointment.)
Knowledge & Experience	<ul style="list-style-type: none">• Experience in a laboratory setting• Awareness of Health and Safety issues as appropriate to the post• Experience of working as part of team, making decisions and providing guidance• Attention to detail and the ability to work to deadlines by prioritising your own workload.	<ul style="list-style-type: none">• Experience of working in a school laboratory.

Dimensions

Salary: £29,000 to £31,000 per year depending on experience

Contract Type: Permanent, full-time post (35 hours per week) working term time only. Occasional work on Saturdays as and when required.

Additional Requirements for the role

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.