



Highams Park School

An independent state funded Academy

Principal - Mr Nigel Armsby BA(Hons) PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	LEAD SCIENCE TECHNICIAN
Salary / Grade:	Scale 6 (Pts 18-21)
Responsible for:	Technical Support in Science
Responsible to:	Head of Science
Weeks:	39 Weeks Per Year (Term Time Only)
<u>Job Purpose</u> The Lead Science Technician will provide high-level technical support to the science department, ensuring the safe, efficient, and effective delivery of practical science across all key stages. The role involves overseeing the preparation of practical lessons, managing equipment and resources, ensuring compliance with health and safety regulations, and supporting a team of technicians to maintain a high-quality learning environment.	
Practical Lesson Support <ul style="list-style-type: none">• Prepare, set up, and trial practical experiments for Biology, Chemistry, or Physics lessons.• Assist teachers during practical activities where required.• Develop new practical ideas and support the implementation of innovative science activities.	
Laboratory Management <ul style="list-style-type: none">• Ensure laboratories, prep rooms, and storage areas are organised, clean, and compliant with safety standards.• Maintain accurate inventories of chemicals, equipment, and consumables.• Manage safe storage, handling, and disposal of hazardous materials in line with CLEAPSS and COSHH guidelines.	
Health & Safety <ul style="list-style-type: none">• Lead on the development and maintenance of risk assessments for practical work.• Ensure all staff and students adhere to relevant health and safety protocols.• Conduct regular checks of safety equipment (e.g., eyewash stations, fume cupboards, protective equipment).	
Team Leadership <ul style="list-style-type: none">• Line-manage and support senior laboratory technicians.• Coordinate workloads, provide training, and share technical expertise.	
Equipment & Resource Management <ul style="list-style-type: none">• Oversee the maintenance, repair, and calibration of scientific equipment.• Monitor stock levels and place orders within agreed budgets.• Evaluate new equipment and contribute to resource planning.	



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Administration & Support

- Maintain accurate records, practical schedules, and safety documentation.
- Support the organisation of science enrichment activities (STEM clubs, competitions, events).
- Liaise with external suppliers, exam boards, and safety advisors where required.

The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade.

The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

Person Specification

Essential

- Good communication skills
- Willingness to be trained in relevant skills
- Ability to work on your own and as part of a team
- Good organisational skills
- Working knowledge of basic scientific principles
- Energy, enthusiasm and commitment
- Competency with MS Word and MS Excel
- A Levels, or equivalent in Science
- Understanding of science laboratory safe practices and procedures

Desirable

- Experience of working in schools
- Experience as a science technician
- Degree or equivalent in a Chemistry related field