



# Science Laboratory Technician

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## JOB DESCRIPTION



Required for September 2025:

## LABORATORY TECHNICIAN

An exciting opportunity has arisen for an experienced and skilled professional to join the Science Department at an exciting time in its development. Experience of working in an educational environment is essential.

We are looking to appoint a dedicated and enthusiastic Laboratory Technician, who will support the teaching of Science throughout the Senior School (11-18 years). This is an exciting opportunity to join a forward-thinking department with a strong emphasis on practical work. We are looking for a motivated individual who takes pride in their work; someone who will embody the ethos and values of the school; who can work collaboratively and help to ensure the efficient delivery of the Science curriculum in a safe and healthy learning environment.

Ours is a thriving independent day school for boys and girls, 3-18 years and has a positive working environment with well-motivated pupils and supportive parents in a culture where everyone is valued. The successful applicant will have the ability to build productive relationships with colleagues and students, and share a commitment to inclusive education where every student is given the opportunity to flourish.

This full time (term time + 2 weeks per annum) post has a basic working week of 37.5 hours, 8:00am - 4:00pm, Monday to Friday, with additional support required for annual Open Events.

Salary is dependent on qualifications and experience, and will be discussed at interview. Pension scheme available on completion of probationary period.

Candidates are welcome to contact the Head of Science, Dr M Jevons, to arrange for an informal discussion concerning the post. Email [jevonsm@bridgewater-school.co.uk](mailto:jevonsm@bridgewater-school.co.uk)

Bridgewater School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

CLOSING DATE: Midnight, 20<sup>th</sup> June 2025

INTERVIEWS: Week Commencing 23<sup>rd</sup> June 2025

## Person Specification:

- Experience of working in an educational environment required.
- Previous experience within a similar role would be a distinct advantage.
- Excellent interpersonal and communication skills, with an ability to form and maintain productive relationships with colleagues and students.
- Ability to work both independently and collaboratively.
- Must demonstrate a commitment to contribute towards the school values of inclusivity, intellect, integrity and inspiration.
- Excellent organisation and time management skills.
- Ability to work flexibly and efficiently.
- Motivation and enthusiasm to work with children and young people.
- An understanding of and commitment to equal opportunities and an inclusive education.
- Conscientious, hardworking and diligent attitude.
- A commitment to and evidence of working to achieve the highest standards.
- Demonstrate a friendly and welcoming attitude to children and families.
- Any relevant level 3 qualification.
- A minimum of grade C or above in GCSE Maths, English and Science.

## Principle responsibilities:

### 1. Meeting the practical needs of the Science curriculum

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| <ul style="list-style-type: none"><li>• Coordinate the use of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the Science curriculum.</li><li>• Preparation of resources and assembling apparatus, teaching aids, workbooks etc.</li><li>• Giving technical advice to teachers and students.</li><li>• Carrying out risk assessments for technician activities and experiments.</li><li>• Assisting in practical classes and carrying out demonstrations.</li><li>• Liaising with teaching staff, support staff outside the department and external organisations.</li><li>• Preparing necessary chemicals and solutions.</li></ul> | <ul style="list-style-type: none"><li>• Ensure the safe handling of micro-organisms, including the preparation of media for the culture of bacteria for microbiology, adhering to aseptic techniques.</li><li>• Cultivation of micro-organisms and safe disposal of waste materials and contaminated mats.</li><li>• Preparation of materials for external practical examinations.</li><li>• Occasional assembling of apparatus involving glass tubing (heating and bending of glass) as required.</li><li>• Occasional soldering / making connecting leads with banana plugs.</li><li>• Checking individual components in and out for class use.</li></ul> |
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## 2. Ensuring the maintenance of a safe and healthy working environment

- Review, implement and disseminate all appropriate H&S legislation and guidance with respect to Science education, including COSHH.
- Maintain and update the H&S policy of the department.
- Responsibility for CLEAPSS updates regarding safety (hazards and bulletins).
- Keep up to date with current procedures and practices through CPD.
- Provision of technical advice and support on H&S issues to teaching staff.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Organise the safe and tidy storage and accessibility of materials and equipment.
- Handling and storage of chemicals according to COSHH guidelines.
- Ensure laboratories are equipped with the required safety apparatus e.g. eye wash, etc.
- Ensure handling, storage, record-keeping of radioactive sources according to local rules.
- Organising the safe practical set-up of radioactive sources according to risk assessment.
- Arrange the testing of fume cupboards.
- Routine visual checking of electrical equipment and autoclave.
- Liaise with teaching and support staff to ensure teaching areas are in good order.
- Coordinate the safe cleaning of sinks, chemicals on bench tops, spillages of chemicals on the floor etc.
- Oversee routine and non-routine checking, calibration, testing and repairing of all scientific equipment to the required standard.
- Cleaning of goggles, safety screens and other items.
- Maintain a computerized inventory of equipment, apparatus and chemicals.
- Report all H&S concerns and potential hazards in a timely manner.

## 3. Ensuring the availability of suitable materials and equipment

- Maintain resources (chemicals, consumables, stationery, books etc. ) and oversee the monitoring and recording of up-to-date stock records.
- Advise Head of Science on stock replacement needs.
- Assist with sourcing, costing and suggesting alternatives for suitability and economy.
- Liaise with staff over use of equipment and stock.
- Liaise with suppliers to re-order stock as necessary.
- Oversee deliveries.

#### **4. Supporting the department and school**

- Contribution to the department's preparation and presentation at annual Open Events.
- Attend department meetings and act as a liaison between teaching staff.
- Occasionally carry out administrative duties for the department, including the copying of resources for lessons and examinations.
- Preparation and contribution to Science Week events / workshops.
- Preparation and contribution to Year 7 Induction Day.
- Contribution and attendance at extra-curricular Science clubs.
- Make use of available administrative and technical support to ensure an effective use of available time.
- Provide feedback to line manager where necessary and as requested.
- Carry out all duties in line with school policies and procedures.