**ST PETER'S SCHOOL – BOURNEMOUTH**

**Job Description**

**Casual Science Technician**

**Postholder**
**Salary** Grade C, Scale Point 4 - £13.48 (gross) per hour
**Contractual Weeks** Casual - Term Time only
**Contractual Hours** Casual

## KEY ROLE AND RESPONSIBILITIES

Responsible for preparing equipment and supporting and assisting the teacher and pupils during practical lessons. The core function of this supporting role is to provide for the needs of science teaching staff in their delivery of the practical science curriculum.

## MAIN DUTIES AND RESPONSIBILITIES

**Reporting to the Senior Technicians/ Head of Department, the Laboratory Technician is responsible for the following tasks**

- Prepare and assemble equipment, chemicals and resources for lessons, including AS & A2 Level.
- Clean and maintain the classrooms and equipment after use.
- Organise the storage and maintenance of all equipment, chemicals and resources and maintain security.
- To maintain and undertake simple repairs to equipment or arrange for the repair of damaged/ faulty equipment by approved contractors.
- Construct simple apparatus.
- Assist teacher with class demonstrations, practical tasks, displays and exams.
- Undertake typing and photocopying as and when required.
- Ensure Health and Safety within the classroom, adhere to COSHH regulations and undertake risk assessments.
- Undertake basic inspections of electrical appliances.
- Issuing and checking return of departmental notebook computers.
- Assist in developing new practical tasks as required for any curriculum changes.
- Stocktaking, prepare purchase orders, make local purchases of supplies as required.

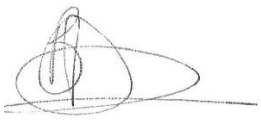
**SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or Head of Department.

Signed Post Holder Date



Signed Headteacher Date 2.11.2026

Agreed: November 2026

Review: