

Science Technician

Responsible to: Head of Science (line management); Head Technician (day-to-day)

Purpose

To provide effective technical support across the Science Department, ensuring that practical lessons are well-resourced, safely managed, and delivered to a high standard. The Science Technician will work collaboratively with teaching staff and the wider technical team to maintain a well-organised, compliant, and stimulating learning environment for pupils across all year groups, including A Level.

Key Responsibilities

Practical Preparation and Lesson Support

- Prepare, set up, and clear away apparatus, equipment, and materials for practical lessons across mainly Physics but also Biology, and Chemistry, including A Level.
- Support teaching staff during practical sessions, including assisting with demonstrations and data-logging experiments.
- Advise staff on the safe and appropriate use of equipment, chemicals, and specimens.
- Ensure all practical resources are returned, cleaned, and stored correctly after use.

Health, Safety, and Compliance

- Carry out and maintain risk assessments in accordance with CLEAPSS guidance, HAZCARDS, and relevant health and safety legislation.
- Ensure the safe storage, handling, and disposal of chemicals, biological samples, and hazardous waste in line with COSHH requirements.
- Maintain the radioactive sources log in conjunction with the Head of Physics, ensuring compliance with relevant regulations.
- Conduct regular safety checks on laboratories and preparation rooms, reporting concerns promptly.
- Carry out minor repairs and routine maintenance of equipment, escalating more complex issues as appropriate.

Stock and Resource Management

- Maintain appropriate stock levels of consumables, chemicals, and equipment across all three science disciplines.
- Operate and maintain an effective equipment-booking system for science staff.
- Liaise with the Head of Science regarding proposed expenditure and invoice approvals.
- Support procurement processes, including identifying suppliers and researching replacement equipment.

Digital and Administrative Support

- Maintain accurate records, including equipment logs, safety documentation, and stock inventories.
- Make effective use of school systems and relevant software, including spreadsheets and databases, to support departmental administration.
- Contribute to the upkeep of technical documentation and departmental resources.

Collaborative Working and Professional Development

- Work as an effective and supportive member of the technical team, contributing positively to departmental planning and improvement.
- Engage with relevant CPD opportunities, including CLEAPSS updates and technical training, to ensure knowledge and practice remain current.
- Support colleagues and share good practice across the technical team.

Person Specification

Essential

- Science-related qualification at Level 3 or above (e.g. A Level, BTEC, NVQ).
- Previous experience in a school or laboratory technical role.
- Sound knowledge of health and safety requirements in a science setting, including COSHH, CLEAPSS, and risk assessment.
- Good IT skills, including use of spreadsheets, databases, and word-processing software.
- Ability to manage workload independently, prioritise effectively, and adapt to changing demands.
- Strong organisational skills and attention to detail.
- Enthusiasm for science and a commitment to supporting high-quality practical learning.
- Positive, collaborative approach and ability to work effectively as part of a team.
- Calm, reliable, and professional manner, particularly under the time pressures of lesson preparation.
- Willingness to engage with continuing professional development and updated guidance.

Desirable

- Degree in a relevant science discipline.
- NVQ Level 2 or 3 in Laboratory and Associated Technical Activities or equivalent.
- Familiarity with data-logging equipment and digital science tools.
- Experience of maintaining equipment booking or stock management systems.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course) Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

Appointment of Staff

To apply

Interested candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources on recruitment@cokethorpe.org before the closing date.

- A covering letter explaining your suitability for the role addressed to Mrs Harriet Stapleton, Bursar
- A completed Cokethorpe School support staff application form.

Deadline for applications: Midday on Wednesday 24 June 2026. Early applications are encouraged.

Interviews will take place in the week commencing Monday 29 June 2026. Interviews may take place before the closing date for suitable candidates.

Appointment Date: September 2026.

Application forms can be sent to applicants by post on request or can be downloaded from the School website, www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call Mrs Sophie Crossley, Head of Human Resources, on 01993 892359.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Hours: To be discussed on appointment.

Salary: Competitive.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.