



St John's College

POSITION DESCRIPTION

SCIENCE TECHNICIAN

Name**Reports to**

HOF Science / Business Manager

Date reviewed

September 2026

Functional Relationships:

Science Department; Students

Position Purpose

The purpose of this position is to support the science staff to achieve excellent learning outcomes for our students.

Primary Objective

To provide specialist support for science staff and to manage science resources, equipment and chemicals.

Key Tasks**1. Resource Management**

- Ensure all equipment and resources are prepared and available to staff as requested via Risk Assessment.
- Operate an effective inventory and asset management system so that chemicals and equipment are easily tracked. (Stock and asset management).
- Check and clean equipment; perform simple repairs or arrange repair as required
- Maintain resource and technician areas in a tidy and safe manner that all staff can use with ease.
- Perform annual stocktake on inorganic and organic chemicals.
- Prepare chemical solutions and source biological resources required for practical work (e.g., dissection products, plants).

2. Budget Management and Purchasing

- In consultation with the HOF, operate the annual resource budget to meet the department's needs
- Financial record keeping validating all purchases and petty cash use
- Obtain best pricing for purchases from suppliers
- Submit purchase orders for all purchases for science department, in consultation with the HoF.

3. Health and Safety

- Manage the use, storage, labelling and disposal of chemicals in compliance with stringent health and safety standards and HASNO legislation
- Use up to date knowledge of health and safety from the "Safety in Science" standard to continually strive to improve the safety environment within the labs/school.

- Maintain up to date and in-depth knowledge of health and safety procedures and practices and share with teachers.
- Maintain SDS sheets for chemicals for quick reference.
- Participate in ensuring laboratory safety, including preparation for emergency situations

4. Learning Support

- Assist with the preparation and delivery of practical demonstrations, tests and exams

5. Relationships

- Positive relationships are maintained with staff, students and external suppliers
- Up to date industry knowledge is maintained through P.D and by liaising with fellow technicians in the school science environment.

6. Administration

- General support to science staff as required
- Help with arrangements for external trips
- Accompany external science trips as a supervisor/trained first aider.
- Arrange laundering of towels and lab coats
- Maintain/replenish first aid kits
- Assist with general administration tasks e.g., preparing documents for submission for external moderations.

7. Any other duties as may be required from time to time

- Attend school staff meetings and staff briefings when required
- Support of specific school-wide activities/events as required
- Support for Orientation/Induction activities as required (Year 8 parent information evening set up).

8. Conduct teacher inductions

HOURS:

Hours of work will be 27.5 per week worked during term time.

SALARY:

Salary will be in line with Grade C of the Support Staff in Schools' Collective Agreement.

SPECIAL CHARACTER:

Support for the Special Character of the College shall be a condition of appointment.