



Highams Park School

An independent state funded Academy

Principal - Mr. Nigel Armsby

34 Handsworth Avenue
Highams Park
London E4 9PJ

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enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	LEAD SCIENCE TECHNICIAN
Salary / Grade:	SO1 Pts 23-25
Responsible for:	TECHNICAL SUPPORT IN SCIENCE
Responsible to:	HEAD OF SCIENCE
Hours / Weeks	36 HOURS PER WEEK / 39 WEEKS PER YEAR
<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, while also line managing and developing science technicians within the department.	
Laboratory Management <ul style="list-style-type: none">• Lead the management, organisation and maintenance of science laboratories, equipment and resources• Maintain accurate inventories of chemicals, equipment, and consumables.• Manage safe storage, handling, and disposal of hazardous materials in line with CLEAPSS and COSHH guidelines.	
Practical Lesson Support <ul style="list-style-type: none">• Prepare resources and equipment for lessons in a timely manner.• Assist teachers during practical activities where required.• Develop new practical ideas and support the implementation of innovative science activities.	
Health & Safety <ul style="list-style-type: none">• Lead on the development and maintenance of risk assessments for practical work.• Ensure laboratories, prep rooms, and storage areas are organised, clean, and compliant with safety standards.• Conduct regular checks of safety equipment (e.g., eyewash stations, fume cupboards, protective equipment).	
Team Leadership <ul style="list-style-type: none">• Line-manage senior laboratory technicians and support their professional development.• 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.• Manage procurement, storage and maintenance of scientific apparatus and consumables	



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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.

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