



Science Laboratory Technician

Hours: Full Time (36 hours per week) - Term Time Only

Required: ASAP

Scale: LBR4, SCP 7 - SCP 10

Salary: £31,290 - £32,655 per annum FTE, £26,596.50 - £27,756.50 pro rata (actual salary)

We are looking to appoint a Science Technician as soon as possible to contribute towards the efficient and smooth running of our Science Department.

SCIENCE DEPARTMENT INFORMATION

Woodford County High School is an 11-18 selective girls' community school, with six forms of entry. Building works associated with the school's expansion were completed in July 2017 and Science is now housed in a brand new 'state of the art' building known as the Centenary Centre (CC).

The Science Department is across three floors, nominally one for each separate science, and consists of 13 well-equipped laboratories and a dedicated computer room. In addition, a roof top terrace serves as an outdoor classroom, with a greenhouse and astronomy dome. There are currently 16 members of teaching staff in the department, assisted by 4 laboratory technicians, including a full-time Senior Technician. There are 3 preparation laboratories, one on each floor.

Students in Years 9 to 11 follow the AQA GCSE specification with the expectation being that they all take the three separate sciences. In Years 7-8 we use our own scheme of work tailored to National Curriculum requirements. From Year 9, teaching of each subject component is allocated according to subject specialism(s).

All three sciences are popular courses at A-Level, and each year there is exceptionally high demand for Chemistry and Biology in particular. A-Level sciences all follow AQA specifications and a substantial proportion of students go on to study science and related fields at university.

For more information and detail on the current Science curriculum, please refer to the school website:

<https://www.woodford.redbridge.sch.uk/page/?title=SCIENCE&pid=145>

Person Specification:

You must possess the following:

- Strong IT competency [Word, Outlook, Excel, and specialist software where needed].
- Ability to engage with internal systems for ordering, reporting issues, etc.
- Ability to self-manage time and workload and adhere to deadlines.
- Strong organisational skills, communication skills and an ability to work within a team.
- A willingness to learn and to be flexible and adaptable, to meet the needs of the department and curriculum.

Unique Selling Points:

We can offer you the following:

- A creative, innovative, inspiring work environment in which dialogue and communication are key.
- A collaborative working experience, within a small, professional, effective and friendly team.
- Good quality working environment and facilities which are well resourced and managed.
- Opportunity to gain CPD qualifications and training.
- Attractive historical building and grounds, with long standing traditions and history.
- High calibre grammar school students who are well behaved, wish to learn, work well, and achieve.
- Free parking. Canteen facilities. Local amenities a short walk away.
- After school activities for staff (quiz nights and sports activities).
- Subsidised gym membership at Forest School (E17), including a pool.
- A friendly, supportive school culture with an emphasis on well-being.
- Senior leaders who work collaboratively with staff (and NEU reps), to ensure issues are resolved quickly.

Closing date for applications: Monday 12th October 2026 at 9am

Interviews will take place on Wednesday 21st October 2026

Applications should be submitted by email (to recruitment@woodford.redbridge.sch.uk) and must be made on the completed London Borough of Redbridge application form. CV's will not be accepted.

Applications will be reviewed on an ongoing basis so early applications are encouraged. The School reserves the right to make an appointment at any stage.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

THE LONDON BOROUGH OF REDBRIDGE

JOB DESCRIPTION

POST: **Science Technician, Preparation Laboratory**

Salary Range: Permanent Post

LBR 4 - Pt.7 -10 - £31,290 - £32,655 per annum (FTE)

Term-time only:

36 hours per week, - 8am to 3.40pm (one day to 3.50pm) (including 30 minutes lunch)

Purpose of the Job:

To provide efficient technical support to the Science Department. In particular to prepare, store, maintain, clear materials and equipment used in science lessons in accordance with Health and Safety regulations.

Responsible to: Senior Science Technician and Head of Science

I Principal Responsibility:

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- To ensure safe storage and use of laboratory equipment.
- To communicate with external suppliers and schools for specific queries.
- To purchase from petty cash extra items required.
- To liaise with the Head of Science, Heads of Subject and Senior Science Technician regarding the needs and running of the curriculum area.
- To undertake routine photocopying of worksheets when required.
- To undertake filing and general administration.
- To assist supply and cover teachers (for Science lessons) with the setting up of equipment other than science apparatus.
- To assist in setting up demonstrations and if familiar to share additional information with teachers.
- To assist in ensuring the safe conduct of pupils in the curriculum area.
- To assist in maintaining legal records of poisons, flammable liquids and alcohol storage.
- To safely dispose of waste chemicals and sharps.
- To carry out basic safety checks.
- To repair, maintain and if required construct or arrange the construction of equipment as required.
- To check equipment before and after lessons.
- To advise teachers about problems with apparatus.
- To ensure CLEAPSS "HazCards" are issued to teachers with equipment and chemicals.
- To undertake any training commensurate with the post.
- To take particular overall responsibility for individual laboratories as allocated by the Senior Science Technician.
- To ensure the application of Health and Safety in the preparation laboratory.
- To raise awareness of Health and Safety specifically in relation to teaching laboratories.
- To carry out annual stock take on equipment in teaching laboratories, whilst checking for deterioration.
- To undertake appropriate technician duties related to science as may reasonably be required by the Head of Science and Senior Science Technician within the band grading.
- To support teachers and pupils during lesson in an event of an accident or spillage.
- To attend meetings as required (within contracted hours).

- To liaise with care taking staff regarding any gas, flame, leaks and problems that may occur.
- To provide occasional cover for lessons within the Science Department.

II Specific Responsibilities:

- To take principal responsibility for the preparation of resources for Key Stage 3 Science.
- To support and share responsibility for, on a “as and when needed” basis, the preparation of resources across GCSE, AS and ‘A’ Level sciences through liaison with other technicians.
- To share responsibility for the technical/chemical preparation of GCSE, AS and ‘A’ Level sciences.
- To share responsibility of standard KS4 and KS5 practical lessons by liaising with the Senior Science Technician about the specific preparation of chemicals.
- To ensure a constant supply of standard chemical solutions used in standard KS3 and KS4 practicals for the whole Science Department.
- To ensure care of the safe storage of chemicals in the Chemistry Chemical Store / Biology Store under the supervision of the Senior Science Technician and Head of Chemistry as recommended by CLEAPSS.
- To assist with the annual stock take of chemicals in the Science Stores.
- To exercise first hand supervision of the distribution of chemicals from Chemistry to Biology and Physics.
- To promote an awareness of safety issues regarding the use of hazardous chemicals to technicians and teachers as recommended by CLEAPSS.

Person Specification:

We are interested in appointing someone who would enjoy working in an educational environment as part of a team. Whilst a scientific background to at least “A” level standard may be an advantage, we are looking for someone who is well organised with enthusiasm and initiative.

You will need:

- Strong organisational skills and the ability to prioritise
- Strong communication skills
- Strong practical skills
- Strong ICT skills
- Enthusiasm
- Initiative
- Integrity
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.