



Oak Tree School

Truro Business Park, Threemilestone, Truro, Cornwall TR4 9NH

T 01872 264 221 E oaktreeschool@acorncare.co.uk

www.oaktreeschoolcornwall.co.uk

Job Description: Science technician

Main Purpose of the Role

To provide practical, technical, and administrative support to the Science Department, enabling high-quality teaching and learning through the preparation, maintenance, and management of equipment and resources.

Key Responsibilities

Practical Lesson Support

- Prepare and set up equipment and materials for Science practical lessons.
- Trial practical activities and experiments when required.
- Ensure all practical resources are available and ready for lessons.
- Clear away equipment and materials safely following lessons.

Health and Safety

- Maintain a safe working environment in accordance with current health and safety legislation and CLEAPSS guidance.
- Carry out and maintain risk assessments for practical activities.
- Ensure the safe storage, handling, and disposal of chemicals and hazardous materials.
- Monitor and maintain chemical inventories and storage systems.
- Undertake regular safety checks of equipment and facilities.
- Ensure all safety equipment, including eyewash stations, first aid kits, and fire-fighting equipment, is maintained and accessible.

Equipment and Resource Management

- Maintain, clean, repair, and calibrate scientific equipment where appropriate.
- Monitor stock levels and maintain inventories.
- Order equipment, chemicals, and consumables within agreed budgets.
- Receive and check deliveries.
- Organise and maintain preparation rooms and storage areas.
- Label and catalogue resources effectively.

Administrative Duties

- Support departmental administration as required.
- Keep departmental documentation up to date.





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Support for Learning

- Assist staff in developing practical resources and demonstrations.
- Support enrichment activities including Science clubs, STEM events, open evenings, and educational visits.
- Contribute to the preparation of displays and promotional materials for the department.

Person Specification

Essential Qualifications and Experience

- GCSE Grade C/4 or above (or equivalent) in English, Mathematics, and a Science subject.
- Preferable but not essential - experience working in a laboratory, school, technical, or scientific environment.
- Awareness of laboratory health and safety procedures.
- Good ICT and record-keeping skills.
- Ability to work independently and as part of a team.

Personal Qualities

- Excellent organisational skills and attention to detail.
- Strong communication and interpersonal skills.
- Ability to prioritise workload and meet deadlines.
- Flexible and proactive approach to work.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to maintain confidentiality and professionalism at all times.

What We Offer

- A supportive and collaborative working environment.
- Opportunities for professional development and training.
- Access to employee wellbeing support.
- The opportunity to make a meaningful contribution to students' educational experiences.

Safeguarding

Oaktree School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to satisfactory references, an enhanced DBS check, and appropriate pre-employment checks.

