

Science Technician – Job Description

Location: St Dominic's Belfast

Contract Type: Permanent

Status: Part-time

Contract Options: Term Time (44 weeks per year)

Hours per week: 20 hours per week

Working Pattern: 4 hours per day (Monday to Friday)

Grade/Scale: Technician NJC Pts 11-14 £28,142 - £29,540 PRO RATA

Closing Date: 25TH September 2026 (at 12 Noon)

JOB TITLE: Science Technician

REPORTS TO: Principal via the Heads of Science, with additional oversight from the Head of Finance and Head of Junior Science.

JOB PURPOSE

To provide technical support and assistance to teaching staff in the implementation of the school's science education programme.

Main Duties and Responsibilities

Provision and Maintenance of Facilities and Practical Resources

- Prepare, organise, and construct resources for teacher demonstrations and practical experiments.
- Set out and clear away equipment and chemicals for class use.
- Clean and store laboratory glassware and apparatus in designated areas, ensuring readiness for future use.
- Safely prepare and handle chemicals, including corrosive and hazardous substances, following COSHH guidelines.
- Dispose of chemical waste in accordance with safety regulations.
- Maintain chemical stock levels, complete recurring stock takes, and ensure secure storage.
- Carry out routine maintenance and calibration of equipment (e.g., pH meters, spectrophotometers or other equipment as necessary).
- Ensure mandatory safety checks are completed by qualified personnel.
- Report unsafe or faulty equipment and arrange for repair or disposal.
- Restrict unauthorised access to chemicals and equipment.
- Assist colleagues with tasks across all science departments as required, especially during peak exam practical exam periods.

- Advise on health and safety issues in relation to the use of equipment. This will involve the use of CLEAPSS (the web based advisory service providing support in science and technology), the Association for Science Education (ASE) web site.
- Support the creation of online resources to enhance teaching and learning.

Administration

- Operate manual and/or computerised systems for inventory and resource management.
- Maintain accurate records of chemical stocks and equipment.
- Assist with ordering, receiving, checking, and storing chemicals and apparatus.

General

- Support staff in ensuring pupil safety during practical lessons.
- Assist with emergency evacuations.
- Undertake photocopying and preparation of teaching materials.
- Set up displays and demonstrations for Open Day.
- Assist with exam invigilation when required.

Additional Duties (as required)

- Handle cash for purchasing practical materials.
- Assist with hospitality during school events.
- Carry out minor maintenance tasks within competence.
- Provide support during periods when a colleague might be absent.

This job description is subject to review and may be adjusted to reflect changing needs. Duties of a similar nature and appropriate to the grade may be assigned.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality, and uphold equality legislation at all times.