

THORNHILL COLLEGE

JOB DESCRIPTION

POST TITLE: Biology and General Science Technician (Full-time/Term-time)

GRADE: NJC Scale Points 11 - 14 - £14.9917 - £15.7367 per hour,
under review (£28,142 - £29,540 per annum/pro-rata,
under review) (36 hrs per week/term time only)

REPORTS TO: The Principal through the designated line manager.

JOB PURPOSE:

To provide a comprehensive technical support service to the Science Department, enabling the safe, effective, and innovative delivery of Biology and General Science practical work in line with curriculum requirements, CLEAPSS guidance, and statutory health and safety regulations. The postholder will support teaching staff, maintain laboratories and resources, and contribute to a culture of safe, high-quality practical science learning.

Key Responsibilities:

1. Practical Science Support (Biology & General Science)

- Prepare, assemble, and test equipment, materials, and reagents for:
 - GCSE Biology and Double Award Science
 - GCE A-Level Biology
 - KS3 Science practical activities
- Trial practical activities in advance where required to ensure reliability and safety
- Provide in-class support during practical lessons where appropriate
- Assist with fieldwork activities, including ecological sampling and environmental investigations
- Support the use of modern scientific equipment (e.g. microscopes, data loggers, sensors)

2. Health, Safety and CLEAPSS Compliance

- Work in strict accordance with:
 - CLEAPSS Laboratory Handbook and Hazards
 - COSHH Regulations (Control of Substances Hazardous to Health)
 - Health & Safety at Work (NI) Order 1978
- Prepare and maintain:
 - Risk assessments for practical work (in collaboration with teaching staff)
 - COSHH assessments for chemicals and biological agents
- Ensure safe:
 - Storage and labelling of chemicals (including segregation systems)
 - Disposal of biological waste and chemicals
- Monitor laboratory conditions and carry out regular safety checks
- Maintain safety equipment:
 - Eyewash stations
 - Fire blankets/extinguishers
 - First aid kits
- Report hazards promptly and take immediate mitigating action where appropriate

3. Laboratory and Prep Room Management

- Maintain laboratories, prep rooms, and storage areas in a:
 - Clean
 - Safe
 - Well-organised condition
- Operate effective systems for:
 - Chemical storage
 - Equipment storage
 - Practical resource organisation
- Ensure compliance with best practice lab layout and zoning

4. Equipment Maintenance and Development

- Maintain, calibrate, and test scientific equipment including:
 - Microscopes
 - Balances
 - pH meters
 - Heating and electrical equipment
- Carry out minor repairs and arrange servicing where required
- Maintain asset registers and equipment inventories
- Support the introduction of new technologies and resources

5. Stock Control and Procurement

- Maintain accurate stock records using manual or digital systems
- Monitor usage and anticipate demand across Biology and General Science
- Prepare orders for consumables, chemicals, and equipment
- Check deliveries and ensure safe storage upon arrival
- Support budget planning by advising on resource needs

6. Management of Living Organisms and Biological Systems

- Maintain stocks of live organisms in accordance with ethical and welfare standards, including:
 - Invertebrates (e.g. *Drosophila*, locusts)
 - Plant material and greenhouse/growth systems
- Ensure appropriate feeding, housing, and environmental conditions
- Prepare biological specimens for teaching (including dissections where appropriate)
- Ensure compliance with guidance on the use of living organisms in schools

7. Curriculum and Resource Support

- Produce and prepare:
 - Worksheets and practical instruction sheets
 - Diagrams and visual aids
 - Display materials
- Support the development of engaging practical resources aligned with CCEA specifications
- Assist in preparation of:
 - Internal assessments
 - Controlled assessments
 - Practical examinations

8. Administration and Record-Keeping

- Maintain accurate records of:
 - Chemical inventories
 - Risk assessments
 - Equipment loans
 - Maintenance schedules
- Support departmental documentation required for:
 - Inspection
 - Health & safety audits
- Use ICT systems for record keeping and communication

9. Support for Whole-School Operations

- Assist with:
 - Setting up new laboratories or refurbishments
 - Open days, science events, and enrichment activities
- Provide support to other science disciplines (Chemistry, Physics) where required
- Undertake general duties appropriate to the role during school holiday periods

10. Safeguarding and Pastoral Responsibility

- Comply fully with the school's Safeguarding and Child Protection policies
- Promote a safe learning environment for all pupils
- Be aware of safeguarding concerns and report appropriately

11. Continuing Professional Development (CPD)

- Engage in ongoing professional development, including:
 - CLEAPSS training
 - Health & safety updates
 - Technical skills development
- Keep up to date with developments in:
 - Science education
 - Laboratory practice
 - Technician standards

12. Equality, Diversity and Inclusion

- Promote equality of opportunity in all aspects of the role
- Support inclusive teaching practices within practical science

13. General Responsibilities

- Work flexibly as part of the wider school team
- Undertake any other duties commensurate with the grade of the post, as directed by the Principal or designated line manager

Hours of Duty

The person appointed will be required to work 36 hours per week, term-time.

Canvassing & Referees

Canvassing directly or indirectly will entail disqualification.

This job description will be subject to review in light of changing circumstances and not intended to be rigid and inflexible but should be regarded as providing guidelines within which individuals work. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

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

June 2026