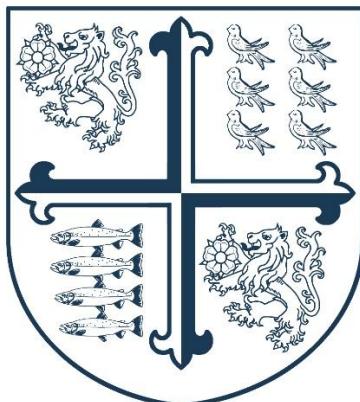


Bournemouth School



Information for Applicants

Science Technician (Physics)

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



Bournemouth School

January 2026

Dear Applicant

Science Technician (Physics) – to commence as soon as possible

Thank you for expressing interest in the full-time post of Science Technician (Physics) at Bournemouth School. Part-time will be considered. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Person Specification
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is **9.00 am on Tuesday 20 January 2026**. If you require any further information regarding the application process or the school, please contact Victoria Sedgley on 01202 512609 or e-mail vsedgley@bournemouth-school.org.

Your completed application form should be emailed to office@bournemouth-school.org or posted to the address below marked for my attention.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster





Science Technician (Physics)

Job Description

Job Purpose

To provide technical and administrative support to teaching staff in Science including some in-class support with pupil activities.

To support the teaching staff within Science to ensure the safe and proper use and maintenance of resources and equipment.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Senior Technician/Head of Department/Head of Faculty

Liaising with:

Daily interaction with teaching staff, pupils and other support staff. Some contact with external suppliers and contractors, as required.

Hours:

37 hours per week
8.00am - 4.00pm Monday – Friday

Worked Weeks:

40 weeks (38 weeks term time plus 1 week INSET plus 1 week in school holidays)

Pay Range:

£12.85 to £13.47 per hour
£21,686 to £22,729 (actual salary)

Grade:

BS Grade 4/5, point 4.3 – 5.6

Disclosure Level:

Enhanced

Effective Date:

1 September 2025

Main responsibilities and duties

1. To help prepare and maintain classrooms, laboratories and workshops.
2. To prepare materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
3. To prepare and assemble teaching resources, apparatus and equipment for use by the teacher and pupils. This may be specific equipment for the particular subject/department or conventional equipment.
4. To contribute to teaching sessions as appropriate by demonstrating/supervising/advising on the proper and safe use of materials and equipment for practical activities, including directed support for individual pupils or assisting with practical project work.
5. To maintain and undertake basic repairs to equipment where practical to do so.
6. To follow procedures for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
7. To maintain appropriate records for the control and allocation of relevant equipment, resources and inventories.
8. To advise the Senior Technician with respect to ordering and stock allocation activities and maintain appropriate records.
9. To assist with the issue and return of textbooks or other teaching aids.
10. To support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
11. To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
12. To work co-operatively with other technicians to develop and share skills and expertise.

Knowledge and skills:

A vocational or academic qualification in the relevant subject area at NVQ level 2 or above, OR previous practical experience in a technical or scientific context.

Good interpersonal skills and the ability to work co-operatively within the staff team.

We would be prepared to provide training for someone who wishes to train as a science technician.

Supervision and management:

General supervision will be provided by the Senior Technician/Head of Department/Head of Faculty. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Problem solving and creativity:

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Reviewing and improving experimental procedures used in lessons.

Key contacts and relationships:

Daily interaction with teaching staff, pupils and other support staff. Some contact with external suppliers and contractors, as required.

Decision making:

Deciding when to intervene in pupil activities for instruction or safety purposes.

Resources:

Use of a computer for extracting and recording relevant data.

Competent use and application of relevant equipment for the particular subject area/department (e.g. scientific equipment).

Protective clothing will be provided and must be worn at all times.

Working environment:

Duties will normally be undertaken within classrooms, laboratories or prep rooms in the school. There may be some use of chemicals or toxic materials and/or some use of power tools or other potentially harmful equipment in certain posts.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

Lunch breaks are staggered to meet the needs of the department.

Science Technicians will work within their own discipline but are expected to work across the three science areas ie Biology, Chemistry and Physics when necessary.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: Katie Ateaque

Designation: Deputy Headteacher

Date: September 2025

BOURNEMOUTH SCHOOL
PERSON SPECIFICATION – Science Technician (Physics)

Attributes	Essential	Desirable
Education and training	GCSE's with a minimum grade C or above in English and Mathematics, or equivalent	A recognised scientific or technical qualification
Previous experience	Experience of working as part of a team Experience of working as a Science Technician A knowledge of Physics or practical experience in a technical or scientific context Experience of following health and safety procedures and regulations	Experience of working in a school environment
Skills and knowledge	Excellent interpersonal, organisational and time management skills with the ability to prioritise Ability to communicate effectively, both verbally and in writing, with colleagues and students High level of accuracy and attention to detail	A sound knowledge of COSHH and health and safety legislation
Safeguarding	Understanding of the issues surrounding the safeguarding of children and a commitment to child welfare and safety	
Collaborative working	Is willing to work with organisational procedures and processes to meet the required standards for the role	Experience of developing successful working relationships with staff, students and the wider community
Commitment to equality	Respects and values the different experiences, ideas and backgrounds others can bring to work and to the team	
Self motivation/ dynamism	Ability to solve problems, use own initiative, prioritise and meet deadlines Reflective and learns from past experiences	Evidence of continuing professional development and willingness to participate in further training and development opportunities
Additional factors	Excellent record of health, punctuality and attendance Willingness to work flexibly to meet the needs of the job and the School A team player with a healthy sense of humour and perspective	

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

