



**SCIENCE LABORATORY TECHNICIAN
PART TIME, TERM TIME (08:45-14:45 MONDAY TO FRIDAY)
TENABLE FROM AUGUST 2025**

Founded in 1878, Kelvinside Academy is an independent, HMC co-educational day school for around 600 pupils aged from 3-18 in the West End of Glasgow. It combines high standards of teaching and a superb extra-curricular programme within an inclusive and caring ethos. Results in public examinations are well above the national average. Pupils are encouraged to take advantage of the many opportunities for personal development through sport, music, drama, outdoor pursuits and clubs. There is very strong participation in the Combined Cadet Force and the Duke of Edinburgh Award Scheme.

The Greek motto translates as 'Ever to be the Best'. In recent years this has been given a more modern interpretation, and the ethos of the school is to challenge each individual pupil to be 'The Best You Can Be' in all aspects of life. For further information, please visit our website at www.kelvinside.org

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

Our Science Technician will support a science department that delivers the following courses:

Science – Senior Prep and S1

Biology – S2, National 5, Higher, Advanced Higher

Chemistry – S2, National 5, Higher, Advanced Higher

Physics– S2, National 5, Higher, Advanced Higher

PERSONAL SPECIFICATION AND QUALITIES

The successful candidate will:

- be qualified to a minimum of HNC level or equivalent in a relevant science or hold a Registered Science Technician Qualification, Level 3 Microbiology desirable
- have excellent interpersonal and communication skills
- share the vision of the Science Department, School and Rector
- be flexible, reliable, and well organised
- be passionate about science education
- be a team player contributing to the work of the Science Department and the School in a professional manner
- have personal integrity and the drive to do what is best for the pupils
- have good ICT skills



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JOB PURPOSE

To undertake duties that support learning in the Science Department.

MAIN DUTIES AND RESPONSIBILITIES

- The preparation of materials and equipment for science lessons
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order
- General duties in support of the teachers in the Science Department
- The precise duties would be determined by the Head and Head of Science consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

Key responsibilities	Activities that are likely to be carried out
<p>To be responsible to the Head of Science in coordinating:</p> <ul style="list-style-type: none">• The use of, and development of, practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the science curriculum, including liaising with all areas of the school and outside organisations• Support of a timetable for the year for SQA projects and assignments.	<ul style="list-style-type: none">• Organising the technical support to the Science Department, including assisting in practical classes, carrying out demonstrations, preparing resources, assembling apparatus• Managing a digital Science department booking sheet detailing the daily requirements for lessons• Giving technical advice to teachers, technicians and pupils / students• Carrying out risk assessments for technician activities• Preparation of materials for externally assessed practical work.



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Key responsibilities	Activities that are likely to be carried out
<p>To have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service by:</p> <ul style="list-style-type: none">• actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources• having a background in chemistry/lab health and safety with experience of chemical and microbiological storage, prep and disposal• keeping up to date with current procedures and practices through continuing professional development• the provision of technical advice on health & safety issues to teachers• the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards• the safe storage and accessibility of equipment and materials.	<ul style="list-style-type: none">• Ensuring the department keeps up to date with health & safety requirements and developments in practical science by ensuring that relevant literature is available and attending relevant courses• Giving health & safety advice to teachers and students.• Disposal of waste materials• Checking fume cupboards and pressure vessels; carrying out electrical and other safety checks, etc• Organising, storing, and checking the condition of chemicals and equipment• Attending Department meetings.
<ul style="list-style-type: none">• To take a leading role in the design, development, and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.	<ul style="list-style-type: none">• Designing, constructing, and modifying apparatus• Caring for plant collections• Preparing standard solutions, etc. purifying chemicals, treating waste.



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Key responsibilities	Activities that are likely to be carried out
<p>To be responsible for setting up and monitoring systems used in the management and control of practical resources including:</p> <ul style="list-style-type: none">• leading on stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records• monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy• ensuring the availability of materials and equipment and suggesting alternatives for suitability and economy.	<ul style="list-style-type: none">• Maintaining resources• Keeping stock records including stock taking and figures for the accounts department• Ordering stock in agreement with the Head of Science• Keeping financial records.
<ul style="list-style-type: none">• To undertake the lead role within the science department on both routine and non-routine cleaning, checking, maintenance, calibration, testing and repairing of equipment to the required standard.	<ul style="list-style-type: none">• Ensuring the department's resources are maintained to the required standards.
<ul style="list-style-type: none">• To undertake the copying of resources for lessons and internal and external exams for all sciences	<ul style="list-style-type: none">• Photocopying of worksheets• preparation of laminated "card sets" etc.• Maintaining display boards within the department.



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GENERAL DUTIES

Preparation of science materials and equipment. For example:

- carry out risk assessments for technical activities
- disposing of waste materials
- collecting apparatus and chemicals from storage
- preparing necessary solutions
- checking individual components in and out for class use
- arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons
- preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- preparation of chemicals and solutions
- liaising with staff over use of equipment and stock
- Advice staff of any problems, including safety aspects
- assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Returning apparatus, etc. and chemicals to storage as soon as practicable
- repairing damages or arranging for this to be done
- constructing apparatus and equipment
- purchase of sundries from local supermarkets.

EQUIPMENT AND SERVICES

- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room
- cleaning the sinks, chemicals on bench tops, spillages of chemicals on floor
- storing materials tidily
- keeping equipment clean
- looking after animals, insects and plants kept by the department
- cleaning of goggles
- cleaning of safety screens, fume cupboards and other items
- carrying out safety checks on equipment, e.g. Bunsen tubing etc.

MAINTAINING THE STOCKS OF SCIENCE CHEMICALS AND EQUIPMENT, FOR EXAMPLE:

- taking stock of chemicals, consumables, stationery, books and breakable items
- advising Head of Science on stock replacement needs
- ordering of the above
- checking deliveries.



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SUPPORT TO THE SCHOOL

- To support the vision and values of KA and contribute to the overall work and aims of the school
- To have a friendly, caring, and welcoming attitude to both children and parents
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Ensure all pupils have equal access to opportunities to learn and develop
- Liaise effectively with teachers, parents and other members of staff
- Attend relevant meetings and Open Day events as required
- Participate in training and other learning activities and performance management as required
- Undertake professional duties that may be reasonably assigned by the Rector.