

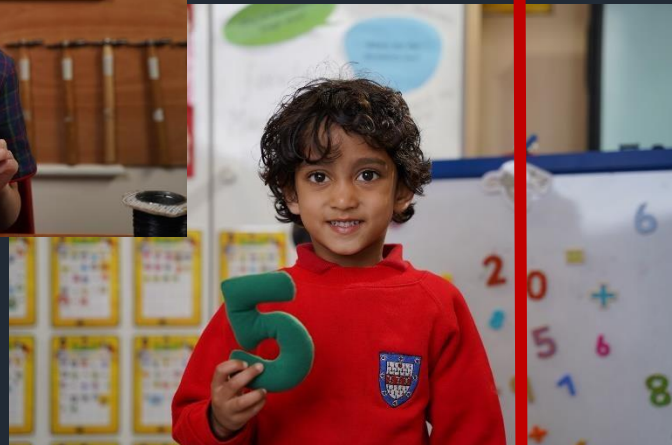


WOODBIDGE
SCHOOL

Work With Us

Science Laboratory Technician

Application Pack



Science Laboratory Technician (Biology & Physics)

Term Time Role – 35 weeks per year (34 weeks plus 1 week)

£24,246.71 per annum FTE

Actual Salary for 36.25 HPW £18,069.72 per annum

2 Vacancies – Full or Part Time (Salary paid pro-rata)

We have an excellent opportunity for two enthusiastic and motivated Science Laboratory Technicians to join our friendly and successful Science Department. One technician will primarily support the Physics Department, and the other the Biology Department, while also collaborating with the wider science team.

About the Role:

As a Science Laboratory Technician, your role will involve preparing, setting up, and maintaining laboratory equipment and materials to support effective science lessons. You will assist teaching staff during practical sessions, ensuring experiments run smoothly and safely. In addition, you will provide technical advice and support to both staff and students, helping to enhance the learning experience. Maintaining clean, safe, and well-stocked laboratories will be a key part of your duties, along with managing the safe storage and disposal of chemicals and biological materials. A crucial aspect of the role is staying up to date with CLEAPSS guidance and Health and Safety regulations to ensure all practices meet current standards.

We are seeking candidates with a strong science background, ideally holding a minimum of an A-level qualification in a relevant subject. The successful applicant will demonstrate excellent organisational and time-management skills, along with a proactive, flexible, and collaborative approach to their work. A solid understanding of CLEAPSS and current Health and Safety guidelines is essential to ensure safe and compliant laboratory practices.

Working Hours:

- Full-time (Term Time) hours: 08:15 – 16:30, Monday to Friday
- Break: 1-hour unpaid break daily

We welcome applications to fulfill our requirements as follows:

- One full-time technician and one part-time technician
or
- Two part-time technicians

To apply for this role, please click on the link below and complete the application form. Please state on your application how many hours per week you are applying for. A CV and covering letter alone will not suffice. For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people, and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Closing Date: 1 July 2025

Interview W/C: TBC

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

Job Description

Job Title Biology Laboratory Technician and Physic Laboratory Technician	
Reporting to Head of Biology and Head of Physics - respectively	Department Science

Job summary
Woodbridge School is seeking two Science Laboratory Technicians to support its Science department during term time. This hands-on role involves preparing lab materials, maintaining equipment, supporting practical lessons, and ensuring health and safety standards. Ideal candidates will have a science background (A-level or equivalent), strong organisational skills, and experience in a lab or school setting. This is a great opportunity to join a friendly, well-resourced team in a vibrant educational environment.
Key responsibilities
<p>Ensure the observance of all department procedures, and a safe working environment through:</p> <ul style="list-style-type: none">• Proactively contributing to the assessment, monitoring and review of health and safety procedures, particularly identification and management of hazards.• Assisting teachers to ensure safe working practices during practical lessons.• Keeping self and others up to date with safety issues.• Ensuring the safe disposal of used materials, and safe storage of equipment and materials. <p>Provide assistance and advice to teachers and pupils as required for practical aspects of coursework in KS3, GCSE and A Level including:</p> <ul style="list-style-type: none">• Timely set up and clearing away of equipment and apparatus for practical classes• Demonstration of equipment• Working collaboratively to develop practical resources to assist learning. <p>Manage all aspects of stock control to ensure availability of materials etc., including:</p> <ul style="list-style-type: none">• Monitoring and managing stock levels effectively.• Recommending purchase/replacement as appropriate.• Ordering stock materials as approved within budget.• Ensure efficient storage and retrieval system in place.• Ensure effective security and inventory systems operating. <p>Ensure the right equipment is available and working, by:</p> <ul style="list-style-type: none">• Undertaking regular maintenance and first line repairs or seeking approval for further repair or replacement as necessary.• Maintain technical competence and knowledge of best practice.• Carrying out or arranging cost effective maintenance and repairs.• Making or adapting items as required. <p>Administrative duties:</p> <ul style="list-style-type: none">• Photocopying and scanning.• Maintaining the department SharePoint areas.• Recording of student practical work in Excel.• Record keeping of equipment and textbooks.

Undertaking additional duties that may arise out of changes in the department routine, curriculum or as part of the wider school support team and any other duties commensurate with the scope of this post as required by the Head of the Department.

Health and safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to safety or welfare or children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

Brand values

- Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



Person Specification

Knowledge and Experience	E	D
• GCSE's in English & Maths (min A*- C).	✓	
• Science A-level (C or above) or relevant NVQ Level 3.	✓	
• Biology A-level (C or above).		✓
• Practical scientific experience e.g. lab technical support role or research project	✓	
• Some experience of working in a school environment.		✓
Skills		
• Demonstrable knowledge and skills in using relevant technologies e.g. Windows based PC	✓	
• H&S awareness in relation to handling chemicals and relevant equipment.	✓	
• Ability to make up chemical solutions and apply aseptic techniques to microbiology.	✓	
• Good working knowledge of using Excel.	✓	
• Ability to work independently and demonstrate effective time management.	✓	
• Enthusiasm or interest in the development of resources (including AI)		✓
Safeguarding		
• All staff are expected to evidence of their commitment to promoting the health, welfare and safeguarding of children.	✓	
Personal Qualities		
• Ability to relate to young people.	✓	
• Flexible and conscientious approach to work.	✓	
• Ability to communicate effectively and confidentially both verbally and in writing.	✓	
• Proven team worker whilst also able to work alone.	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time). If term-time, holiday pay is included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:
<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Science Laboratory Technician" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Woodbridge School
Marryott House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.