



NOW HIRING

EDUCATION SUPPORT OFFICER: Science Technician

1 year Limited Term Appointment

Required for: Autumn term 2026

Title of Post: Education Support Officer, Science Technician

Salary Grade: ESO / Pay Band 7 (£29,336 - 35,386 pro rata per annum)

As a guide, based upon a salary of £29,336 pro-rated for hours and Term Time (not having to work during 13 weeks of school holidays), with 22 days paid annual leave, annual salary would be £24,026

Responsible to: Head of Science and School Business Manager

Contract Term: Term time plus 1 week

Hours of Duty: 37 hours per week

Generally worked Mon-Thurs 8am-4.30pm, Fri 8am -4pm, with 1 hour lunch daily; some flexibility in how hours are worked, can be discussed

Contract Type: 1 year Limited Term Appointment

Job Purpose:

This role will involve working as part of a small and dedicated team of 3 Science Technicians, within the wider Science faculty of 17 staff. Responsibilities include providing specialist support to the faculty, including preparation and maintenance of resources and support to staff and students. Training of specific elements of the role will be provided, but relevant qualifications and ideally some practical experience in a Science or related subject is required.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

To work as part of the Education Support Staff Section, to provide specialist support in the Science Faculty, including preparation and maintenance of resources and support to staff and students. Training will be provided, with role responsibilities increasing as an individual develops greater knowledge and experience.

SUPPORT FOR STUDENTS:

- Use specialist skills/training/experience to support students

SUPPORT FOR THE CURRICULUM:

- Monitor and manage stock, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment/materials

SUPPORT FOR TEACHERS:

- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist Science equipment/ resources/materials, with the support of the Science team
- Promote and ensure the health and safety and good behaviour of students at all times

SUPPORT FOR THE SCHOOL:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference; ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships with the Science team, to support achievement and progress of students
- Actively participate in ongoing training, other learning activities and performance development

Undertake any other duties as reasonably requested by the Head of Science, Headteacher, or Senior Leadership Team, consistent with the level and nature of the post. The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated officer.

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE	ASSESSED THROUGH Application Interview CV Pre-Employment Checks		
QUALIFICATIONS AND EXPERIENCE				
GCSE Maths & English Grades A* - C (9-4), or Key Skills Level 2 Application of Number & Communication Awards or Functional Skills Level 2 Mathematics and English, and experience in a relevant discipline	E	C	I	P
Relevant NVQ Level 2 e.g. Laboratory and Associated Technical Activities Level 2 or Laboratory Technicians Working In Education Level 2 or equivalent; or a relevant higher level qualification e.g. in a Science or a related subject	D	C	I	
Experience of working with relevant age children/young people	D	C	I	
Experience working in a practical, hands-on role, together with an interest in developing a career within this area	D	C	I	
DISPOSITION				
Calm and disciplined approach when under pressure, with an unshakeable belief in the potential of all children to succeed	E	C	I	
Confidence and presence to inter-relate with students and staff at all levels	E	C	I	
Flexibility to development and changes in the nature of the work	E	C	I	
Enthusiastic and positive approach. Able to work as a member of a close-knit team	E	C	I	
Ability to work with a high level of accuracy	E	C	I	
Highly motivated and enthusiastic, able to work on own initiative and as part of a team, taking responsibility for ensuring work is delivered to a high standard	E	C	I	
KNOWLEDGE & SKILLS				
Excellent communication skills (verbal and written) with strong interpersonal skills	E	C	I	
Efficient forward planning & organisational skills. Ability to manage time/prioritise	D	C	I	
Willingness to undertake First Aid training and deal with first aid issues, including students with medical conditions	E	C	I	
Working knowledge of relevant policies, codes of practice and legislation, including Child protection and Safeguarding	D	C	I	
Excellent working knowledge of Microsoft packages; Word, Excel, PowerPoint, Outlook	E	C	I	
Problem solving skills / exercising of initiative / ability to suggest new ways of working in order to improve current systems and processes	E	C	I	
CIRCUMSTANCES/INTERESTS				
Isle of Man worker	D	A	I	
Able to meet the required working hours (37 hours per week, usually worked Mon-Thurs 8am-4.30pm Fri 8am -4pm but by agreement) & contract term (Term time plus 1 week of school holidays, with many of these days often worked the week before term re-commences in September)	E	C	I	
Satisfactory police check	E	P		
Flexible approach to working hours to support school needs (e.g. to include meetings or undertake training, which may take place outside of usual working hours)	E	C	I	