



DAME ALLAN'S SCHOOLS
building the future

CANDIDATE INFORMATION

Science Technician (Biology)

Permanent, part-time, term time only.

Independent Day School for over 1,250 students

Junior School (3-11)

Senior School (11-16)

Sixth Form (16-18)

Science Technician

Dame Allan's Schools are looking to recruit a Science Technician to support our teachers in delivering an exciting Biology curriculum to all pupils.

You will be responsible for providing support to the Biology department by meticulously preparing and setting up apparatus, materials, and chemicals for practical sessions and activities to allow teachers to facilitate the best use of their time, and to ensure efficient and timely provision of resources used in the delivery of the curriculum.

Prior school laboratory experience is not essential, although it would be an advantage. This role is ideal for someone who is naturally enthusiastic about science and thrives working in a busy and varied environment.

This role is based on the Senior School at our Fenham site, however there may be occasional travel to our Junior School based at Spital Tongues.

Job Description

You will demonstrate the ability to multitask and work using your initiative, which are key attributes for this role along with the importance of confidentiality and safeguarding. You will report directly to the Senior Science Technician and be part of a wider team of science technicians.

Key Duties and Responsibilities:

- Assist with the preparation, and setting up of apparatus, materials and chemicals as required and to return them to their place of storage as soon as practicable after the lesson.
- Provide science equipment for the Junior School as requested.
- Testing experiments as requested by members of the science staff.
- Responsible for the safe waste disposal of hazardous chemicals.
- Responsible for checking laboratories at the end of the school day.
- Support with the process of ordering chemicals, arranging repairs and purchasing of equipment in conjunction with the other laboratory technicians.
- Keep a record of expenditure per science department to be compared against the budget and report to managers as necessary.
- Responsible for the regular checking of apparatus, making of simple apparatus and repairing equipment as necessary.
- Provide general administration to teaching staff.
- Responsible for arranging recordings of relevant TV programmes as requested by staff and keeping a record of recordings.
- Monitor the use of everyday items as used by the laboratories/preparation rooms and arrange for their replenishment, servicing and replacement when required.
- Ensure that all laboratories and preparation areas are maintained in a safe and tidy manner and to liaise with the Bursar's office for cleaning.

- Follow occasional departmental duties as specified by individual science departments and to follow school policy as appropriate, to enable all tasks to be carried out.

Health and Safety:

- Keep up to date with Health and Safety including first aid matters relating to science subjects.
- Perform safety checks as required and to ensure that supplies of first aid materials are available.
- Contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Report any identified defects to equipment/appliances or other potential hazards to the Senior Laboratory Technician or Head of Science.

General:

- Contribute to the overall ethos and vision of the Schools.
- Be aware of and support differences and ensure equal opportunities for all.
- Take responsibility for professional development and attend training as required by the Schools.
- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.
- Undertake other duties and responsibilities as required commensurate with the post.

Person Specification

The successful candidate may possess the following experience, qualifications and qualities:

Essential:

- Hold 5 GCSEs (or equivalent) grade A-C or equivalent in English and Mathematics and Biology A level science qualification.
- Knowledge and previous experience of the preparation of chemical mixtures.
- A thorough understanding of Health & Safety and COSHH.
- Ability to relate and communicate effectively to pupils, and colleagues in a professional capacity.
- Ability to show initiative and prioritise own work, and that of others, even when under pressure.
- Able to work flexibly to support others and respond to unplanned situations.
- Articulate and approachable with excellent communication skills, both verbally and in writing.
- Highly organised with the ability to anticipate and manage workload in a complex and changing environment.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- The ability to ensure an inclusive environment, taking account of the richness and diversity of the school's community.

Desirable:

- Experience of working in a school or having practical experience in a laboratory.
- Knowledge and understanding of safeguarding within schools.

Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our [Vacancies page](#).

1. Please read our [Application and Recruitment Process](#) and [Recruitment Privacy Notice](#).
2. Download and complete the application form found on our website.
3. Complete the [Equal Opportunities form](#).
4. Send your completed application form and any additional documents to HR@dameallans.co.uk.

Closing date: noon on Tuesday 5 May 2026.

Interviews will take place week commencing 11 May 2026.

Terms and Conditions

Hours: 18.5 hours per week (Wednesday to Friday), term-time only

Salary: Competitive

Benefits:

- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All staff may join the School's pension schemes.
- All staff receive free school lunches.
- Access to the Employee Assistance Programme.
- All staff are eligible for free eye tests.
- Access to Cycle to Work scheme.
- School trip travel opportunities.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

Questions

For an informal chat about the role, please contact Angus Aitchison, Senior Science Technician, at a.aitchison@dameallans.co.uk.

For any other queries, please contact HR@dameallans.co.uk.

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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