



Maidstone Grammar School *for Girls*



Key Stage 3 Science Technician

Required for June 2022 Kent Scheme Salaries 5

Part-time 30 hours per week term time plus 6 directed days

8.30am-2.30pm Monday-Friday

£20,595-£21,693 per annum pro rata - Equating to £14,500 per annum





About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success." Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



Our Results

Results in 2020 and 2021 were teacher assessed and therefore, headlines were not published.

Summer 2019 saw our students achieve the best set of A level results since the curriculum reform, which is recognition of the many hours of hard work students have invested, together with the support and guidance of the teaching staff throughout their time at MGGS.

We are exceptionally proud of all of our students in recent years, some of whom achieved considerable personal success in the face of challenging circumstances. We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

The Team & Our Facilities

The post holder will co-ordinate the use and maintenance of practical resources and facilities within the Science Department and provide assistance and advice in the practical needs of the Science curriculum.

The Science Technician team consists of three colleagues and a Senior Science Technician. Our science facilities are extensive and we will be starting a new building which will include 5 new replacement laboratories.



The Post

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We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed Science Technicians and support our teaching staff within our Science Department. The post holder will also be responsible for overseeing practical work for Key Stage 3 Science. The post would be equally suitable for an Science Technician or for a graduate Scientist. Science is a very popular subject with 15 A level groups across the three Sciences.

The core purpose of this position is to co-ordinate the use and maintenance of practical resources and facilities within the Science department and provide assistance and advice in the practical needs of the Science curriculum within Key Stage 3.

Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan*
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee

*Available to permanent employees only.

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How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Support staff references where indicated will be taken up prior to interview.

Important Dates

*Closing date for applications: 8am on 6th June 2022

Interview date: 10th June 2022

* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

Job Description

Summary of Job:

To assist in the provision of practical support for science teaching, with particular emphasis on Key Stage 3 Science within the school.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Every Child Matters agenda and Area Child Protection Procedures.

Outline of Main Duties:

STOCK CONTROL AND MAINTENANCE

- Be responsible for the maintenance of apparatus and equipment. Operate and maintain appropriate stock control of all goods and chemicals.
- Provide equipment and materials to support science practical teaching, including the teaching of Year 7 and Year 8 courses as required and remove it safely afterwards.
- Review and evaluate new experiments introduced to the Department and, where appropriate, suggest modifications.
- Clean and maintain apparatus as required.
- Safely maintain any ongoing experiments during term time.
- Ensure the maintenance of an up-to-date inventory of apparatus, equipment and chemicals.
- Source and obtain any new materials, chemicals or equipment required by the department.
- Ensure access to textbooks when required.

SUPPORT AND DELIVER LEARNING - SUPPORTING TEACHERS

- Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
- Support and complement the work of teachers by assisting in the preparation of practical resources for the lesson and responding to individual needs as required.
- Liaise within the Science Department and with other departments when necessary, particularly IT, Technology, Resources and the Library to ensure the timely provision of resources e.g. booklets, test papers, shared equipment etc.
- Provide A/V assistance as required by teachers.
- Carry out, where requested by teaching staff, filing and retrieval of marked work
- Maintain an appropriate display of relevant and contemporary work or posters on the boards within the Department.

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the

opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

Qualifications

- At least level 3 Science based qualifications, and/or Science technician qualifications

Personal qualities

- An ability to communicate and liaise effectively with teachers, science technicians and students
- Capacity for hard work and high expectations of self and others
- An ability to work under pressure, to balance potentially conflicting demands
- Supportive approach to others, and an ability to relate well to colleagues and students
- Ability to work well within teams and flexibility and willingness to adapt to changing circumstances and requirements
- Commitment to support the ethos of the school and to comply with school policies and procedures
- Have the ability to relate well to children and adults, understanding their needs and being able to respond appropriately
- Generosity of spirit
- Willingness to contribute to extra-curricular activities within the Science department

Knowledge and skills

- Experience of working as a Science technician or laboratory work
- Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory.)
- Knowledge of appropriate use of specialist equipment (including handling hazardous substances/materials and microbiology) and ability to communicate and demonstrate this knowledge effectively to staff and students
- Strong organisational skills
- A knowledge of Google Apps
- First Aid certificate

Experience and training

- Evidence of a commitment to professional development
- Experience of working in a school environment

Qualifications

- At least level 3 Science based qualifications, and/or Science technician qualifications



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