



Maidstone Grammar School *for Girls*



Senior Science Technician

Required for September 2025

Kent Scheme Salaries KSE £27,852-£29,716 per annum pro rata

Equating to £24,417-£26,051 per annum

Full-time 37 hours per week term time plus 1 week and 2 day directed time
8am-4.00pm Monday-Thursday and Friday 8am-3.30pm



The Post

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We are seeking an enthusiastic, dynamic and innovative colleague to lead and manage our team of committed Science Technicians and support our teaching staff within the Science Department. The post holder will also be responsible for overseeing practical work for either one area of Science or Key Stage 3 Science. The post would be equally suitable for an experienced Science Technician or for a graduate Scientist. Science is a very popular subject with 11 A level groups across the three Sciences.

The Science Technician team consists of four colleagues. 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. Give advice to teachers, students and other technicians and support staff.

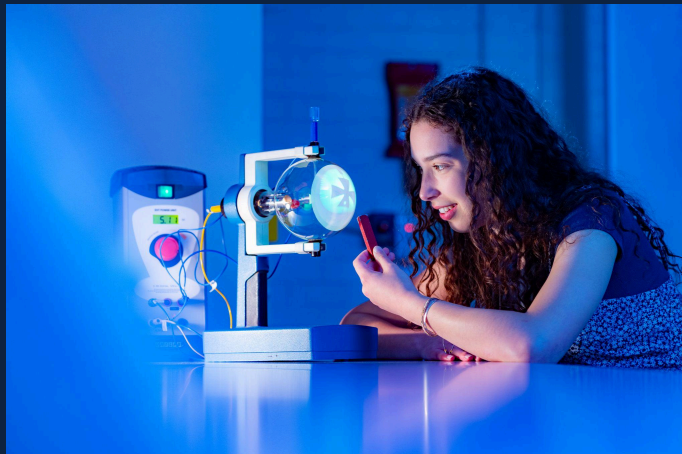
The Senior Science Technician will oversee the move to a brand new dedicated Prep Room and 5 additional Science laboratories in January 2026.

The postholder will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,270 students with a mixed sixth form of approximately 360. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015. 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 and Benenden Healthcare Scheme. Support Staff will be automatically enrolled in the Local Government Pension Scheme.

The Team & Our Facilities

The Science Technician team consists of four colleagues. Our science facilities are extensive and will be moving to a new building in January 2026 which will include 5 new replacement laboratories.



Job Description

Core Purpose

To lead the team of Science Technicians and co-ordinate the use and maintenance of practical resources and facilities within the Science Department, providing assistance and advice in the practical needs of the Science curriculum. Give advice to teachers, students and other technicians regarding Science practicals.

Key Duties and Responsibilities:

- Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum (including liaising with teaching staff and support staff outside of the department) to ensure that the varied needs of the students are met.
- Actively contribute to the assessment, monitoring and review of health and safety procedures and make sure materials (including hazardous substances) are used safely and disposed of appropriately in order to maintain a healthy and safe working environment.
- Contribute to the design, development and maintenance of specialist resources and contribute to long-term projects to ensure that the widest curriculum possible can be offered to students.
- Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that the classrooms/laboratories/kitchen etc. are appropriately equipped.
- Under the guidance of the Heads of Science, make sure that both routine and non routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.
- Manage the team of Science Technicians, ensuring that their work is of the required standard and that all policies and procedures are adhered to. Undertake their performance reviews in order for their training and development needs to be met.

For one area within the Science Department

Stock Control and Maintenance

- Be responsible for the maintenance of apparatus and equipment. Operate and maintain the stock control of all goods and chemicals.
- Ensure safe disposal of waste chemicals.
- Provide equipment and materials to support science practical teaching 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.
- 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.

Support and Delivering Learning - Supporting Teachers

- Support and complement the work of teachers by assisting in the preparation of practical resources for the lesson (apparatus, visual aids, differentiated worksheets) and responding to the individual needs by personalizing resources for an individual or small group.
- Liaise within the Science Department to ensure the timely provision of resources eg booklets, test papers, shared equipment etc.
- Maintain an appropriate display of relevant and contemporary work or posters on the boards within the department.
- Comply with all school policies particularly those on child protection, health and safety, confidentiality and data protection.

Health and Safety

- Be aware of the responsibility for personal health safety and welfare and that of others who may be affected by your actions or inactions.
- Contribute to the oversight of health safety and welfare within the science laboratories,

- preparatory rooms and store rooms, including electrical testing.
- Ensure that the department safety checks are carried out as required each day, week and term .
- Follow the safety requirements detailed in the CLEAPSS school science publications and disseminate new information to other members of staff as appropriate.
- Ensure that the department Prep. Room and the laboratories are maintained in an orderly and tidy manner and that benches and sinks are cleaned both regularly and as required.

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

General School Responsibilities:

- To be available on an ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Safeguarding, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
- Uphold the school's staff code of conduct, behaviour code and uniform regulations.
- Undertake any other duties as required, commensurate with the post.

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.

	Characteristics
Qualifications	<ul style="list-style-type: none"> • Science based degree or equivalent • Science technician qualifications.
Personal qualities	<ul style="list-style-type: none"> • 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 lead a team, 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	<ul style="list-style-type: none"> • Experience of working as a Science technician either at school or university level. • 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 ability to communicate and demonstrate this knowledge effectively to staff and students. • Ability to monitor and evaluate the work of others and • Strong organisational skills • A knowledge of Google Apps • First Aid certificate
Experience and training	<ul style="list-style-type: none"> • Evidence of a commitment to professional development • Experience of working in a school environment

The Application Process

Application forms and full details can 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.

Teaching and Support Staff references will be requested prior to interview.

Important Dates

*Closing Date: 8am on 24th June 2025

*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](#).

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. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). 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/>

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

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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 135 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.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."

"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"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. 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

GCSE and A Level Exam Results 2024

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2024 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2024 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.



We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

The Benefits of Working at MGGS

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.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
 - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
 - CPD days and a range of workshops delivered through twilight
 - Performance development opportunities
 - Relevant external CPD training courses
 - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
 - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
 - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
 - Statutory sick pay
 - Access to individual coaching to support you in achieving your career aspirations at MGGS
 - Support Line - a free confidential service that offers up to 7 counselling sessions a year
 - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only):
 - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.

- Kent Rewards:
 - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
 - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
 - Discounts on train tickets, ferries and coaches, savings on holidays and flights
 - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
 - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities