



## Maidstone Grammar School for Girls



# Senior Science Technician

Salary	Kent Salaries KSE £24,526per annum.
Hours	Full-time 37 hours per week term time plus 1 week and 2 days directed time 8am-4.00pm Monday-Thursday and Friday 8am-3.30pm
Commitment	<p>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 Biology or Physics 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.</p> <p>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.</p>

The post holder will report to the Head of Science Department. The Science Technician team consists of four colleagues and our science facilities are extensive.

## The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

# 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.

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- 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.

## **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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Science-based degree or equivalent</li> <li>• Science technician qualifications.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• An ability to communicate and liaise effectively with teachers, science technicians and students</li> <li>• Capacity for hard work and high expectations of self and others</li> <li>• An ability to work under pressure, to balance potentially conflicting demands</li> <li>• Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>• Ability to lead a team, to work well within teams and flexibility and willingness to adapt to changing circumstances and requirements</li> <li>• Commitment to support the ethos of the school and to comply with school policies and procedures</li> <li>• •Have the ability to relate well to children and adults, understanding their needs and being able to respond appropriately.</li> <li>• Generosity of spirit</li> <li>• Willingness to contribute to extra-curricular activities within the Science department.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Science technician either at school or university level</li> <li>• Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory.)</li> <li>• 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.</li> <li>• Ability to monitor and evaluate the work of others and</li> <li>• Strong organisational skills</li> <li>• A knowledge of Google Apps</li> <li>• First Aid certificate</li> </ul>

## Important Dates

Closing date for applications: 8am on 6th March 2026



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).*

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](#).

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](#).

