



Maidstone Grammar School *for Girls*



Biology Science Technician

Required for May or June 2026

Salary	Kent Scheme KSC £20,837 per annum
Hours	Part-time 32.5 hours per week term time, plus 6 directed days 8.30am-3.30pm Monday-Friday
Commitment	<p>Maidstone Grammar School for Girls is an outstanding selective school with an excellent Science Department. This is an exciting opportunity for an energetic and capable person to join our innovative team, where the core purpose is to coordinate the use and maintenance of practical resources and provide expert assistance for the Biology curriculum. The Science Technician team consists of four colleagues, including specialists for Chemistry, Physics, and Key Stage 3, ensuring that practical work is both ambitious and well-supported across all disciplines.</p> <p>Science is a highly popular subject within the school, with strong outcomes at A Level and many students progressing to scientific degrees and careers. All students study Science to GCSE, with more than 75 continuing to study A Level Biology. Because our Biology courses have a strong emphasis on practical work, the successful candidate will lead specifically on the provision of materials for these lessons while supporting the safe and efficient maintenance of the wider department.</p> <p>Practical work is central to our curriculum. Biology is taught in our new teaching block which opened in January 2026 with 5 fully equipped laboratories and an extensive prep room. Applicants should preferably have previous laboratory experience, though training will be provided where necessary. We seek candidates who show a commitment to the ethos of the school and an ability to implement its policies, including Safeguarding, Child Protection, Equal Opportunities, and Health and Safety.</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.

Job Description

Summary of Job:

To assist in the provision of practical support for science teaching, with particular emphasis on Biology 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 Biology courses as required and remove it safely afterwards.
- Review and evaluate new experiments introduced to the Department and, where appropriate, suggest modifications.
- Carry out daily safety checks and clean/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.
- Place and process orders for any new materials, chemicals or equipment required eg ordering, chasing, invoices are signed etc.
- 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 and support preparations for Open Events.

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

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

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/>

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.

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

Important Dates

Closing date for applications: 8am on 13th May 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](#).

