



Queen's College, London

Established 1848

## Science Technician

### The Science Department

The Science department comprises eight full-time members of staff, and two laboratory technicians. The Science staff share an office and the approach of the department is collaborative. All members of the department are expected to teach throughout the College, including at A-level.

In Years 7 and 8, pupils follow the Activate Science scheme of work. From Year 9, they follow AQA GCSE syllabuses, with all pupils taught by subject specialists. All pupils study at least two out of four Sciences in Years 10 and 11 for GCSE from a suite of Biology, Chemistry, Computer Science and Physics. Many pupils opt for three Sciences at GCSE with Biology, Chemistry and Physics being very popular A-level choices, where we follow the AQA specification for all Chemistry and Physics and OCR specification for Biology. Psychology is also a key part of the A-level curriculum.

There is a thriving Science Club for younger pupils, while our sixth formers attend a Medical Society, and work closely with subject staff to promote the sciences beyond the curriculum. Each year, some of our ablest students choose to study scientific courses at leading universities across the country.

The department has six main teaching laboratories, a smaller laboratory suitable for A-level groups, and a departmental office. The Science teaching facilities are very well resourced by two prep rooms. The department makes extensive use of IT and has a wide range of data-logging sensors and many software applications are available.

Located in central London, the school benefits from easy access to exceptional local facilities and numerous prestigious educational institutions, including Imperial College, Kew Gardens, the Royal Institution and the Science Museum.

## The Role

We are seeking an experienced, enthusiastic and personable Science Technician who will provide effective and efficient technical support in delivering the Science curriculum at Queen's. As one of two Technicians, the person appointed will specialise in Chemistry, providing equipment and resources for class practicals whilst also supporting the wider functioning of the department. They will work closely with all staff across the department, ensuring that they deliver the necessary support to facilitate high-quality teaching and learning in Science.

## Key Responsibilities

**Reporting to:** Head of Science

### Resources

- Maintain stock levels and undertake stock checks
- Place departmental orders, monitoring and progressing where necessary
- Liaise with the Head of Science to arrange the ordering and organisation of textbooks, exercise books and folders for distribution at the start of each academic year and maintain adequate stocks of these for use throughout the year
- Identify the need for and selection of equipment in consultation with teaching staff
- Assist with the organisation, movement and storage of equipment, chemicals and other materials in accordance with the Control of Substances Hazardous to Health (COSHH) and other relevant regulations
- Arrange the disposal of waste laboratory equipment including chemical and biological waste in accordance with established laboratory procedures
- Participate in the development of Science department practical and technical facilities to fulfil teaching needs
- Support the development of activities for Science Club, Open Days and Science Weeks events
- Support in-class teaching at various times, including special events involving other schools (e.g. local primary schools)
- Accompany departmental trips and visits during the school day
- Attend Science department meetings as required

### Maintenance

- Ensure a clean, tidy and safe teaching environment for teachers and pupils in the Science laboratories
- Monitor broken glass bins on a regular basis
- Carry out gas checks and ensure all COSHH cupboards doors are locked at the end of each day.
- Carry out half termly checks in the laboratories to ensure they are stocked with essentials (e.g. glassware, distilled water, laptop computers, stationery)
- Participate in the layout planning for new facilities, the provision of specialised requirements and determining general furniture, fittings and services
- Ensure satisfactory maintenance and security of laboratories, storage and preparation

rooms, and liaise with relevant colleagues on overall safety requirements

- Assess the future needs of the department in relation to space, furniture and equipment and the integration of these within existing facilities
- Maintain and repair departmental equipment or arrange with external providers, where necessary
- Support the design and maintenance of display boards

### **Preparation**

- On a daily basis, prepare apparatus, materials and solutions, set up equipment for use in science practical lessons and collect equipment afterwards
- Ensure that the requirements of practicals prescribed by GCSE and A-level assessments are met, including preparing, setting up and testing equipment, chemicals and other materials
- Support teaching staff in the preparation of other (paper-based) resources

### **Safety and Security**

- Provide advice and assistance to teaching staff on problems of experimental technique, health and safety and correct use of equipment
- Ensure that satisfactory standards of safety and security are maintained in the relevant discipline within the Science department, and rectify any deficiencies
- Interpret and observe the relevant Health and Safety legislation according to the Health and Safety at Work Act and COSHH regulations with respect to animals, plants, chemicals, equipment and the maintenance of Science laboratories
- Write departmental risk assessments, where required
- Recommend a safer alternative of an experiment, or chemical, to teaching staff whenever possible
- Liaise with external organisations for departmental matters, when require
- Complete annual checks and arrange for statutory maintenance of equipment.
- Provide and maintain Personal Protective Equipment (PPE) for technical and teaching staff and pupils

### **Other Duties**

- Participate in training and other learning activities and performance development, as required
- Undertake other reasonable duties that are commensurate with the post, as required by the Head of Science

### **All staff are expected to:**

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

## Person Specification

The person appointed is highly likely to have the following qualification and attributes:

- A good knowledge of science and genuine interest in the subject, particularly Chemistry and preferably Physics
- Previous experience of working in a school laboratory, or work experience working in a school environment
- The ability to manipulate apparatus and other laboratory equipment.
- Sound mathematical skills
- A methodical and conscientious approach, with a high attention to detail
- Effective communication skills, both oral and in writing
- The ability to manage their own workload and work collaboratively with the Science team
- A patient approach to working with young people
- A commitment to supporting students in extra-curricular Science clubs and with investigative work in class
- An interest in teaching and learning
- A commitment to continuing professional development

## Terms and Conditions

- Permanent position
- Full-time; term time only (plus 5 days during the school holidays)
- Start date: September 2026
- Normal working hours – 0815 to 1615, Monday to Friday
- The salary for this role will be competitive, dependent on qualifications, skills and experience
- Free lunch in the Dining Hall during term time
- Healthcare insurance (taxable benefit)
- Defined contribution pension scheme (up to 10% employer contribution)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

*Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.*

*During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.*

*This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:*

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).*

*Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.*