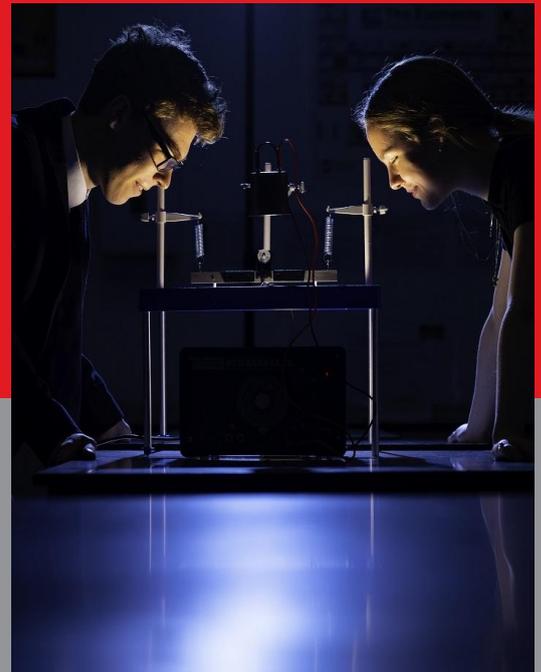




JOIN OUR TEAM

‘Staff are immensely proud to work at this school. They feel valued and supported. Staff, parents and pupils typically describe the school as “a wonderful community”.’

Ofsted, March 2025 (Outstanding)



Recruitment pack



SCIENCE ASSISTANT (maternity cover)

POSITION:	Science Assistant
TYPE:	Support
HOURS:	35 hours per week (based on 38 weeks per year – term time plus inset days) 8.20am – 3.50pm Monday to Friday
CONTRACT:	Part time, maternity cover 1 September 2026 – 11 February 2027
GRADE:	Range 1A (ISN 5)
PAY:	£23,797 full time per annum / £18,614 pro rata per annum <i>will increase in the April 2026 pay review</i>
MATERNITY COVER DATES:	1 September 2026 – 11 February 2027

An opportunity has arisen to join our large and highly successful Science Faculty. This is the fourth year we have offered this role, following success in the previous two years. You will join our team of 18 teaching and support staff and will play a key role in assisting our technicians with lesson preparation and supporting our GCSE students.

You will gain experience in providing technical and administrative support to other staff and students whilst developing a working knowledge of the Key Stage 3 - Key Stage 5 Science curriculum. You will follow a comprehensive induction training programme and have access to ongoing support.

Whilst no previous experience of working in a laboratory or in education is required, scientific and chemical knowledge, at least to GCSE, is essential.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff and students alike. Some of the benefits of working at CGS are:

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- Engaging, highly motivated and able students
- High staff retention / Staff social events
- London Fringe Allowance
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD
- Free on-site parking

APPLICATIONS Please complete an application form via the “mynewterm” portal (follow link: <https://mynewterm.com/school/Chesham-Grammar-School/137091>)

CLOSING DATE FOR APPLICATIONS: Monday 16 March 2026, 10am
INTERVIEW DATE: Thursday 19 or Friday 20 March 2026

We reserve the right to interview and appoint on application. Early applications are encouraged to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community



CHESHAM GRAMMAR SCHOOL

February 2026

Dear Colleague

Thank you for your interest in Chesham Grammar School and in this post, Science Technician Assistant. I hope this information will help you decide whether you wish to apply. CGS is a co-educational, selective school with over 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS was graded outstanding by Ofsted when it was last inspected. It is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS a truly exceptional place in which to study and to work. Our public examination results are excellent, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university at the end of Year 13, including Oxford and Cambridge

Our curriculum is broad and rich from Year 7 with all students studying traditional academic subjects. They also explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to Year 12. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive family 'feel' and enables every student in the school to be known well by their tutor. It also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions throughout the year in sport, music, art, drama to name but a few.

CGS is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to ensure they are exceptionally well prepared for life. Our approach to learning seeks to develop students who are resourceful, resilient and confident learners with the skills to learn effectively both independently and collaboratively. We are constantly seeking ways in which to develop their character and there are many opportunities for students to take a leadership role within the school or to participate in a wide range of extra-curricular activities. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.

At CGS we also want our staff to continuously develop. Much of our CPD is 'in-house'; we have a clear focus on the sharing of good practice within the school where there is already so much expertise. We encourage our staff to visit other schools and to bring back ideas which can be shared with colleagues. We work collaboratively with several local schools through our membership of both Challenge Partners and the Astra Teaching School Hub and SCITT.



Annmarie McNaney
Headteacher

This role is a superb opportunity. We are seeking an outstanding technician assistant who will support our science department.

When making appointments, I am first and foremost seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience both within and outside the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course, we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you a feel for CGS and for this post. Our website is an excellent way to find out about all that goes on within the school so please do take a look: www.cheshamgrammar.org and feel free to get in touch if you would like to know more or would like to visit the school. If you wish to apply, please complete an application form on mynewterm ([Chesham Grammar School, White Hill, Chesham / Teaching Jobs & Education Jobs / MyNewTerm](#))

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Annmarie McNaney". The signature is written in a cursive style with a large, looped initial "A".

Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

186

Teaching days per year

1332

Number of students

408

Number of sixth form students

57%

2025 A level A- A grades*

85%

2025 A level A- B grades*

44%

2025 GCSE 8-9 grades

67%

2025 GCSE 7-9 grades



Annual Celebration of Sport Award

19

RESIDENTIAL TRIPS

11

DIFFERENT COUNTRIES

36

Number of staff who have worked at Chesham Grammar School for over 10 years.





CHESHAM
GRAMMAR
SCHOOL

SCIENCE ASSISTANT (maternity cover)

RESPONSIBLE TO:	Senior Science Technician
GRADE:	Range 1A (ISN 5)
HOURS:	35 hours per week (based on 38 weeks per year – term time plus inset days) 8.20am – 3.50pm Monday to Friday
CONTRACT TYPE:	Support, part time, maternity cover
FIXED TERM DATES:	1 September 2026 – 11 February 2027

JOB PURPOSE

1. To provide a range of duties in order to support the Science Technicians in the delivery of the Science curriculum
2. To work as a student mentor, supporting students in Y7-11 with their science work, under the guidance of teaching staff
3. To provide administration support in order to support the efficient running of the department
4. To work closely with the Science team in order to ensure the continual safety of all people, equipment and processes within the department
5. To provide additional support as necessary

MAIN DUTIES AND RESPONSIBILITIES

Science Assistant Duties (standard)

- a. To provide all the necessary practical equipment for exams as directed to ensure exams take place in a timely manner
- b. To prepare and clear away practical equipment, materials and solutions to ensure the curriculum can be delivered as it should be
- c. To construct and operate demonstration equipment to assist in the delivery of the curriculum
- d. To assist in the development of practical experiments for new courses as and when they change
- e. To provide in-class support as required
- f. To prepare for and run small group / individual mentoring sessions, supporting Y7-11 students with their science work

1. Additional Practical Support and Assistance

- a. To maintain and repair simple non-electrical equipment
- b. To carry out stocktakes
- c. To order new equipment necessary to support the department curriculum

2. Safety

- a. To physically, safely store all chemicals and equipment, assisting department members of this best practice so that staff, students and potential visitors are all safe within the department
- b. To liaise with teaching staff and technicians on safety hazards and health and safety issues as set out in CLEAPSS and other relevant documentation to ensure a safe department at all time
- c. To manage the laboratory environment in a safe and secure manner
- d. To carry out regular health and safety checks under the guidance of the Subject Leaders and supervision of the technicians.

3. Administration Support

- e. To purchase consumables and equipment to maintain stock levels under the guidance of the Subject Leaders and Technicians
- f. To carry out photocopying and the preparation of resources for teaching staff as necessary to ensure that planned lessons take place as they should
- g. To manage textbook issues and recovery
- h. To maintain exhibitions and displays in all rooms and corridors
- i. To contribute to the preparation of Open Evening materials

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts
- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths & English to at least GCSE grade 5 or equivalent	✓	
Science to at least GCSE grade 7 or equivalent	✓	
A-level or equivalent in the sciences or related subjects		✓
EXPERIENCE		
Experience in working within a school environment		✓
IT competency	✓	
Experience of working with young people		✓
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
Keen interest in the sciences	✓	
The ability to work independently, use initiative but take direction	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
Willing to be flexible and adaptable		✓
Working to tight deadlines	✓	
Good sense of humour		✓



ABOUT

We are a large and successful team of 13 well-qualified specialist teachers, 4 highly skilled technicians and a laboratory assistant. We are friendly, hard-working, well-motivated and supportive. As a team we have a wide range of experience and all work towards our shared focus of delivering challenging and inspiring lessons at all key stages. All teaching staff have the opportunity to teach across the full age range, with Sixth Form teaching shared according to individual interest and expertise. Our technicians work collaboratively under the direction of our experienced senior technician to support high quality teaching and learning. The Faculty is led by a very experienced Team Leader, supported by three accomplished Subject Leaders.

The department benefits from a suite of well-equipped science laboratories with two large, purpose built prep rooms and a shared office space.

We run a 5-year programme of study for students in Years 7-11. In Years 7 and 8, students are taught separate Biology, Chemistry and Physics units, which covers the KS3 National Curriculum content, by a single teacher. Through this approach, we help to smooth the transition from primary school, whilst getting to know our younger students really well and providing them with the support and feedback they need to make excellent progress. In Year 9 and beyond, students are taught Biology, Chemistry and Physics by specialist teachers, providing access to teachers with detailed specialist knowledge, as they begin studying GCSE content. The skills that students need for successful independent study are mapped across the 5 year programme.

At GCSE, students follow the AQA syllabus, with the vast majority of our students studying the triple science course. Biology and Physics A-level students also follow AQA, whilst Chemistry students follow the OCR A-level syllabus.

We have detailed schemes of work in place at all levels, with a focus on independent learning and encouraging students to work out concepts for themselves, in line with our whole school approach (the 'CGS Learner'). We are incredibly proud of the achievements of our students, including the amazing results achieved at both GCSE and A-level. Our students go on to study a broad range of university courses and degree apprenticeships, with the vast majority securing their first choice destination.

We offer a range of extra and co-curricular activities for our students. These include CGS MedSoc, Flight Sim Club, support sessions, field work days, Science Olympiads and a wide range of in-house activities. This year our Sixth Form students will again run a range of 'Expert Lectures' during CGS Science Week.

HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at recruitment@redkiteschoolstrust.org

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to an interview. The Interview will consist of a panel interview (including a member of the senior team), administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

