THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – LEAD SCIENCE TECHNICIAN (CHEMISTRY)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role	The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form. Our Science Technicians form a close-knit team of scientific support staff working across Biology, Chemistry and Physics. Their work is central to the pupil experience: practical work is a key part of the academic curriculum, and our technicians enable teachers to deliver it smoothly, safely and with confidence. Our school is renowned for its scientific tradition, and our three science departments are located in a state-of-the-art Science Centre. We are seeking an experienced, safety-minded and well-organised **Lead Science Technician (Chemistry)** to be the lead technical specialist for Chemistry. Working in partnership with the Head of Chemistry, you will coordinate the Chemistry technical service; provide high-quality practical support to teaching staff and pupils, from preparing solutions, reagents and equipment to supporting lessons in the laboratory; ensure the prep room and laboratories comply with health and safety requirements, including COSHH and CLEAPSS guidance; manage stock, procurement and budgets; and keep equipment and laboratory spaces safe, well maintained and ready for use.

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	This is a varied and rewarding role for a technician who takes pride in high standards, enjoys working with young people and is ready to take a leading role. We welcome applications from experienced technicians from school and wider laboratory settings, and we support the professional development of our staff. **Key Requirements** The successful candidate will have: • A relevant science qualification (A Level or equivalent or above, ideally in Chemistry) and experience of working as a technician in a laboratory environment. • Practical working knowledge of the safe handling, storage and disposal of chemicals, COSHH and risk assessment, and a firm commitment to the highest standards of laboratory safety. • Excellent organisation, time management and attention to detail, with the ability to prioritise a busy workload, meet tight deadlines and manage stock, ordering and budgets. • Confidence in preparing solutions, reagents and apparatus accurately, demonstrating practical techniques, and supporting teachers and pupils during practical lessons. • A proactive, flexible and solution-focused approach, with good initiative and the ability to stay calm and cope well in busy periods. • Excellent communication skills and a professional, approachable manner with staff, pupils, parents, suppliers and visitors. • A genuine motivation to work with children and young people, a commitment to safeguarding and promoting their welfare, and a willingness to undertake training and professional development. **Working Hours** This is a full-time, term-time-only position. During published PGS school terms the hours of work are 37.5 hours per week, Monday to Friday, from 08.30 to 16.30. The role includes attendance at all Professional Development Days (INSET) in the school calendar. A part-time role of 30 hours per week across four days, to include Fridays, could be considered for the successful candidate and can be discussed further at interview.

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	How to apply: Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the 'Work With Us' page of our school website. We are not able to accept a CV in place of a completed application form and appointments are subject to satisfactory pre-employment checks. Any enquiries about the role or how to apply are very welcome at recruitment@pgs.org.uk The closing date for receipt of applications is midday on **24th November 2026** and interviews will be scheduled to take place on the school site on **30th November or 1st December 2026**. Early applications are encouraged and we reserve the right to interview and appoint in advance of the closing date. **The start date will be February 2027.**
Reporting and line management	This role has no line management responsibility.
Main duties and responsibilities	**Key Responsibilities** **Chemistry prep room oversight** • Coordinate and manage the science technical service and day-to-day workload within the Chemistry prep room and laboratories in liaison with the Head of Chemistry. • Identify training needs within the technical team and ensure all ongoing mandatory training (such as health & safety and safeguarding) is completed for the Chemistry department. **Chemistry Preparation & Classroom Support** • Provide high-quality technical support for teaching staff to deliver practical Chemistry lessons smoothly and effectively.

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	• Prepare standard and complex chemical solutions, reagents, scientific apparatus, and specialist equipment safely, accurately, and in a timely manner. • Manage the delivery and setup of practical equipment and chemical trays/trolleys to classrooms, as well as their collection and clearing after use. • Demonstrate specialist practical techniques to teaching staff or students and offer guidance on appropriate apparatus and methods. • Assist teachers and support students directly in the classroom during practical activities involving specialist chemical equipment. • Maintain and update the experimental database and requisition system and provide relevant safety guidance or resources as required. • Provide recommendations to improve, refine, or develop new practical experiments for the Chemistry scheme of work. **Health, Safety & Compliance (COSHH / CLEAPSS)** • Ensure full compliance of the prep room with relevant Health and Safety legislation, working strictly within COSHH, CLEAPSS, and provide relevant safety information for outgoing practical work. • Carry out, maintain, and contribute to risk assessments for chemical preparation, experimental procedures, and technical operations, disseminating advice to staff. • Ensure the safe storage, handling, labelling, and hazardous waste disposal of chemicals, flammable substances, reagents, and specialist materials. • Conduct regular safety checks, health & safety audits, and inspections of Chemistry laboratories, prep rooms, and fume cupboards. • Provide feedback on health and safety developments and ensure safety guidance is actively communicated across the department. • Serve as a trained First Aider if required and ensure emergency chemical spill/eyewash stations are maintained and functional. **Stock Control, Procurement & Budget Management**

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	• Monitor and manage stock levels of chemicals, glassware, consumables, and specialist equipment, performing full regular stock takes. • Procure specialist chemicals and apparatus in a timely manner to align with curriculum plans while ensuring cost-effective purchasing in line with the school's purchasing policy. • Place requisitions, receive, check deliveries for quality and safety against supplier invoices, and catalogue new items into stock records. • Maintain clear and accurate records of chemical inventories, COSHH datasheets, and usage logs. **Equipment Maintenance & Laboratory Care** • Maintain the Chemistry prep room and laboratories to an excellent, safe, orderly, and hygienic standard. • Perform routine servicing, calibration, quality checks, minor repairs, and modifications to chemical equipment within capabilities, reporting major repairs/faults to premises or external engineers promptly. • Work with teachers to oversee the maintenance of the Chemistry learning spaces, resolving issues in liaison with premises. **School Ethos, Safeguarding & General Responsibilities** • Adhere strictly to child protection, safeguarding, GDPR/confidentiality, and safety policies, reporting any concerns immediately. • Support the school ethos, promote equal opportunities for all pupils, and maintain high standards of pupil behaviour and welfare around the site. • Attend relevant departmental meetings, Professional Development Days (INSET), and required training sessions. • Perform administrative support and undertake reasonable additional duties at the request of the Head of Department.
Safeguarding responsibilities	• The role is based on the school site in the Science Department and involves regular, direct contact with pupils in the Senior School, including supporting pupils during practical lessons. The role therefore involves regulated activity with children.

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	• The postholder shares responsibility for safeguarding and promoting the welfare of children and young people. They must read and follow the School's safeguarding and child protection policy, staff code of conduct and Part One of Keeping Children Safe in Education (KCSIE), complete safeguarding training at induction and at regular intervals, and report any concern about a child, or about the conduct of an adult, immediately in line with School policy. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar. • Appointment is subject to satisfactory pre-employment checks in line with KCSIE.
Benefits	The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body. **Professional Development** • Strong commitment to Continuing Professional Development (CPD). • Financial support may be available for approved professional qualifications, training courses and development opportunities relevant to the role. **Salary and Leave** • The annual pro-rata salary range for this full-time, term-time role is £20,861 to £21,492, dependent upon the qualifications, skills and experience of the successful candidate and includes contracted term times and holiday pay. This is based on an FTE salary range of £26,745 to £27,554 for a full-time, year-round role. • This is a term time only role and the postholder will be required to take their holiday during the school holidays and not during PGS term times. Requests for time off in term time are usually considered as a request for unpaid leave. **Pension and Financial Security** • Automatic enrolment into the NEST workplace pension scheme (subject to eligibility).

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	• Alternative pension scheme available through Aviva, with an enhanced employer contribution of 8.5% when employees contribute 6.5%. • Non-contributory Death in Service benefit. **Health and Wellbeing** • Free use of the school's sports facilities, including a well-equipped Fitness Centre. • Access to the Cycle to Work Scheme, promoting healthy and sustainable travel. • Employee Assistance Programme. **Working Environment** • Friendly, supportive and collaborative working culture. • Opportunity to work within one of the leading independent schools on the South Coast. • Commitment to continually reviewing and improving employee benefits, wellbeing initiatives and working practices. • Free staff parking is available on a first come, first served basis. Full details of terms and conditions of employment will be provided to the successful candidate in their contract of employment.

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Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	**Desirable**	**Method of assessment**
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • A good general standard of education, including GCSE (or equivalent) English and Maths at grade 4/C or above, with excellent spoken and written English • A Level (or equivalent Level 3) qualification in Chemistry or another science subject	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received* • A degree, or equivalent, in Chemistry or a related science subject • A recognised technician qualification or professional registration, such as Registered Science Technician (RSciTech) • A health and safety qualification (such as IOSH or NEBOSH) and/or CLEAPSS technician training • A current First Aid qualification •	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary

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Experience	*The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely **to predict** success in the role* • Experience of working as a technician in a laboratory environment, including preparing solutions, reagents and equipment for practical work • Experience of working safely with hazardous chemicals, including applying COSHH and risk assessment procedures • Experience of working as part of a team	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Experience of working as a science technician in a school or college, supporting practical work for GCSE and A Level • Experience of coordinating colleagues • Experience of stock control, purchasing and budget monitoring • Experience of working with young people in an educational setting	Contents of the application form Interview Professional references

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Skills	*The skills **required** by the Applicant to perform effectively in the role* • The ability to work in a team and to become involved in the life of the school. • The ability to prepare chemical solutions, reagents and apparatus accurately and to a high standard, and to demonstrate practical techniques to staff and pupils • The ability to carry out, maintain and contribute to risk assessments, and to communicate safety guidance clearly to staff • The ability to monitor stock levels, keep accurate records (including chemical inventories and COSHH information) and order cost-effectively within a budget • The practical aptitude to carry out routine servicing, calibration, checks and minor repairs of equipment, and the judgement to know when to report faults to premises or external engineers • A flexible and proactive attitude to the role, with the ability to plan ahead and respond promptly and	*The skills that would **enable** the Applicant to perform effectively in the role* • The ability to input into the practical scheme of work by making recommendations, and developing or improving practical work • Experience of using databases, requisition systems and management information systems	Contents of the application form Interview Professional references Practical task and scenario-based questions at interview (covering safe practice and leading a team)

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	with initiative to provide a high level of technician support • Organised with excellent attention to detail, and a flexible and proactive attitude, with the ability to plan ahead, prioritise, meet deadlines and respond promptly and with initiative • Excellent communication skills and the ability to engage effectively by phone, email and in person • Strong IT skills including Microsoft Office, with a willingness to learn other software packages as required • Ability to remain calm in a busy school environment and cope well with busy periods • Ability to work in the prep room and in classrooms in a safe way at all times		

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Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • Good working knowledge of the safe handling, storage, labelling and disposal of chemicals and hazardous waste, and of COSHH and risk assessment • Good working knowledge of chemistry practical techniques, apparatus and laboratory equipment • A willingness to develop knowledge and understanding of CLEAPSS guidance and of health and safety legislation relating to school science • A willingness to develop knowledge and understanding of the current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to develop knowledge and expertise relating to the lead technician role	*The knowledge that would **enable** the Applicant to perform effectively in the role* • Knowledge of CLEAPSS guidance and its application in school science laboratories • Knowledge of the practical requirements of GCSE and A Level Chemistry	Contents of the application form Interview Professional references

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	• A willingness to undertake all training required by the school including safeguarding training		

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Personal competencies, qualities, attitude and behaviours	*The personal qualities, attitude and behaviours that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • Motivation to work in a setting with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A commitment to safeguarding and promoting the welfare of children, including a willingness to report concerns immediately • Willingness to develop knowledge and understanding of the current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • Integrity, reliability and a conscientious approach to safety, setting a good example to colleagues • Ability to work collaboratively across departments and support functions	*The personal qualities that would **assist** the Applicant to perform effectively in the role* • Enthusiasm for science and for inspiring pupils' interest in practical work • A wish to contribute to the wider life of the school	Contents of the application form Interview, including questions that explore safeguarding values and motivation to work with children Professional references

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	• Willingness to support the aims and ethos of the school		

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