



FRANCIS HOLLAND REGENT'S PARK

JOB APPLICATION PACK

SCIENCE TECHNICIAN
FULL-TIME | TERM TIME ONLY
REQUIRED SEPTEMBER 2026



Registered Charity: 312745

THE SCHOOL

Francis Holland Regent's Park is an academically selective independent day school for girls aged 11-18, located in the heart of London. Founded in 1878 by the Reverend Canon Francis Holland, it is one of three highly regarded independent girls' schools in the Francis Holland Schools Trust, with senior schools at Regent's Park and Sloane Square, and a preparatory school in Chelsea. For nearly 150 years, the Trust has built a strong reputation for delivering an exceptional, well-rounded, girls' education - shaping futures with purpose. Whilst each of the schools is proudly unique, with its own culture, identity, and community, the schools are united by a shared belief: that education is for life. This approach combines academic excellence with outstanding pastoral care, equipping pupils to flourish, find happiness and lead lives of purpose.

Francis Holland Regent's Park central location makes the school easily accessible. Pupils commute from across the city, supported by excellent public transport links, including numerous bus routes and proximity to Baker Street station. Whilst space in central London is limited, the school is fortunate to have Regent's Park right at the doorstep where pupils make daily use of its outstanding outdoor facilities for both sport and leisure. In addition, while Francis Holland Regent's Park is a Church of England School, we warmly welcome pupils and staff of all faiths and backgrounds.

Entry to the school is competitive and pupils are selected via entrance examinations and interview at 11+ or 16+. Pupils achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. The School offers means-tested bursaries, up to 100% of fees, with Academic, Art, Music and Sport scholarships awarded upon application.

Moreover, the school offers a plethora of co-curricular activities, with over 90 clubs and societies running before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic success is regarded as essential for our pupils and all teachers are expected to contribute fully to co-curricular activities.

STAFF BENEFITS

The Trust and the School place great emphasis on the professional development of its staff body through CPD programmes, INSET training, and opportunities for upskilling and development into leadership roles. Staff who work within the Trust enjoy a significant range of benefits including:

- Wellbeing Scheme – Sparks, WellHub, 24/7 online GP access
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- A vast range of retail and entertainment discounts with Benefiz
- Generous pension scheme with Aviva: support staff contribute a default 3% contribution matched with a 10% employer contribution.
- Enhanced Maternity and Paternity Pay
- 50% school fee remission for own daughters
- Outstanding professional development opportunities
- Smaller class sizes compared to most maintained schools

Further information about our benefits package is available in the accompanying booklet.

THE ROLE

Francis Holland Regent's Park is seeking to recruit a Science Technician starting in September 2026. The Science Department consists of six laboratories and two prep rooms. There are twelve science teachers and two other experienced technicians. All members of the department are enthusiastic in their support of the aims of the department. All staff contribute extensively to the continual development of resources and sharing of good classroom practice.

At Key Stage 4, we offer the Edexcel IGCSE specifications in Biology, Chemistry, Physics, and Double Science. At Key Stage 5, we follow OCR A for Biology, AQA for Chemistry, and Edexcel for Physics. The Department has a proud record of excellent performance at both GCSE and A level.

All necessary training for the fulfilment of the role and its duties will be provided by the school, which will include up to date COSHH and Health and Safety training.

This role is term time only (35 weeks). The working pattern of this role is 8am – 4:30pm with a one hour unpaid lunch break. This role will be line managed by the Head of Science. The salary for this role is dependant on experience and qualifications.



JOB SPECIFICATION

The main responsibilities required of this role include:

Practical Lesson Support

- Prepare and set up equipment, apparatus and materials for Science practical work and demonstrations.
- Assist teachers by running trial experiments and supporting practical activities in lessons.
- Support individual students with practical elements of research projects including the EPQ.

Laboratory and Equipment Management

- Maintain, repair and organise laboratory equipment and ensure preparation rooms are well managed.
- Carry out routine checks and basic calibration of equipment such as balances and pH meters.
- Monitor fume cupboards and other laboratory services and report any issues promptly.
- Support general laboratory housekeeping including washing glassware, restocking laboratories and ensuring teaching spaces remain clean, tidy and compliant.
- Assist with moving apparatus and resources between laboratories when needed.

Stock, Ordering and Digital Systems

- Monitor stock levels, maintain inventories and order chemicals and equipment as required.
- Use school digital systems to manage inventories, print labels, process orders and keep accurate records.
- Organise storage systems efficiently and ensure chemicals and equipment are stored safely and logically.

Health and Safety

- Store, label and handle chemicals and equipment safely and in accordance with COSHH regulations.
- Assist with maintaining compliance with CLEAPSS guidance and contribute to safe laboratory practice.
- Support waste management including safe disposal of chemical waste in line with statutory requirements.
- Carry out daily laboratory checks, ensuring equipment is safely shut down and the workspace is left secure and compliant with health and safety requirements.

Communication and Departmental Support

- Liaise with teaching staff regarding the day-to-day practical needs of the department.
- Work collaboratively with the technician team and wider Science Department.
- Support Science Week, Open Days and other departmental events through preparing displays and practical materials.
- Contribute to enrichment activities such as STEAM Club and Science Open Evening.
- Carry out any additional duties as directed by the Head of Science.

The successful candidate will have the following desirable attributes:

- Previous experience working within a science environment, with particularly strengths in Chemistry and/or Physics;
- Good level of proficiency in IT;
- Experience of working with young people;

- Strong communication and interpersonal skills;
- The ability to work well as part of a team and contribute positively to a busy department (essential);
- Excellent organisation skills and a willingness to take initiative;
- Professionalism, reliability and a positive attitude;
- A genuine enthusiasm for science and supporting practical learning;
- Communicates clearly and enjoys working with teachers and students;
- Has a keen interest in supporting high quality science education;
- Awareness of health and safety procedures within a laboratory environment.

ROLE EXPECTATIONS

Detailed below are the main professional requirements expected of all staff:

- promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus;
- to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual girls and to liaise with the Special Needs Co-ordinator and other staff with specific requirements when necessary;
- to set homework, mark work and keep records as required;
- to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development;
- for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments;
- to be willing to participate in relevant INSET;
- to participate in staff appraisal; to undertake continuing professional development;
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to extra-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the School community;
- to carry out any other responsibilities reasonably required or delegated by the line manager or Head.

APPLICATION

The successful candidate will play a vital role in supporting the delivery of outstanding practical science. You will work closely with teaching staff, contribute to the smooth running of lessons and enrichment activities and help maintain an inspiring and safe laboratory environment for our students. The school welcomes applications from recent university graduates or science students seeking a placement year, however candidates must demonstrate a strong interest in and sound knowledge of science.

If this role is of interest, we invite you to apply on the schools website using the recruitment platform My New Term. The deadline to apply is by 8am on Wednesday 10 June 2026 and shortlisted candidates will be invited to shortly thereafter. Early applications are strongly encouraged, as applications may be reviewed and interviews held on a rolling basis. The school reserves the right to appoint at any time during the recruitment process.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.

