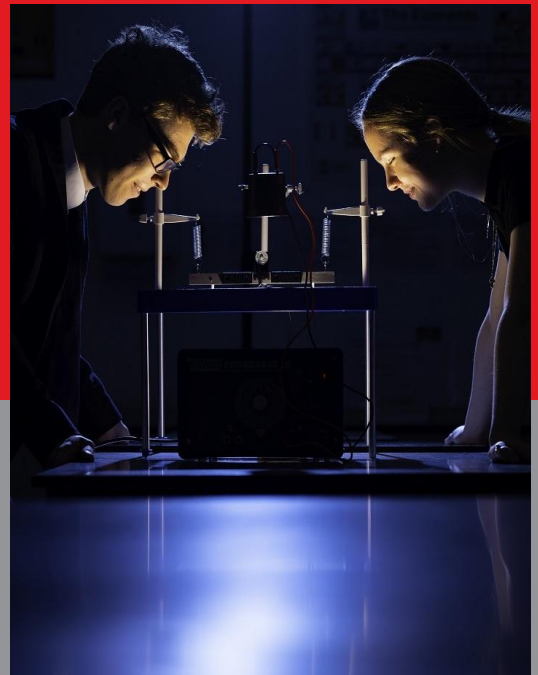




JOIN OUR TEAM

'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



SENIOR SCIENCE TECHNICIAN

POSITION:	Senior Science Technician
TYPE:	Support Staff
HOURS:	35 hours per week 8.30am – 4pm Monday to Friday term time plus inset days (38 weeks in total)
PAY:	FTE £31,424 - £33,735 Pro rata £24,637 - £26,449
GRADE:	Range 4 (ISN 21-25)
CONTRACT TYPE	Part time, permanent
START DATE:	1 September 2026

An opportunity has arisen for a Senior Science Technician to support our large and highly successful Science Faculty. The successful applicant will play a key role in leading administrative support for our experienced team of teaching and support staff. An excellent working knowledge of the Key Stage 3 to 5 curriculum and a particular interest in the chemical sciences will allow the successful applicant to lead on a number of key responsibilities including the overall management of the prep rooms and health and safety.

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
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

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 1 June 2026, 10am

INTERVIEW DATE: Thursday 4 June 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

May 2026

Dear colleague,

Thank you for your interest in Chesham Grammar School and in this post. Choosing the right place to work is an important decision for anyone and I hope this letter gives you a genuine sense of who we are and why so many colleagues find CGS so rewarding.

Chesham Grammar School is a co-educational, selective school with over 1,320 students on roll, including more than 400 in the Sixth Form. We are a large school, but one characterised by strong relationships, a clear moral purpose and a warmth that many visitors quickly notice and remark upon.

Our vision is for everyone at CGS to enjoy, achieve and belong and this applies as much to staff as it does to students. At Chesham Grammar School, we see every member of staff — teaching and support — as an integral part of the same team, working together towards a shared purpose. The contribution of support staff is highly valued and essential to the day-to-day success of the school. Our values of aspiration, kindness and respect are not simply words; they shape how we lead, how we work together and how students and staff treat one another day to day. In short, they underpin everything we do.

Our most recent Ofsted inspection in March 2025 once again judged the school as ‘outstanding’ in all areas. Inspectors quickly identified how happy the school is and commented not only on the high standards, strong relationships and quality of pastoral care, but also on how proud staff and students are to belong to CGS, describing it as a “wonderful community”. While we were delighted with the outcome, it remains our firm belief that ‘outstanding does not mean perfect’. We are reflective, forward-thinking and continually seeking ways to make CGS an even better place to study or to work.

Pastoral care is a clear strength of the school. Our vertical tutoring system, organised through a well-established House structure, ensures that students are well known and well supported. This fosters the building of strong relationships as well as a real sense of belonging and pride. A good number of our support staff act as tutors, which benefits both students and staff.



Annmarie McNaney
Headteacher

Both *Ofsted* and the *Good Schools Guide* highlight the positive rapport between staff and students as a distinctive feature of the school along with the calm, purposeful atmosphere in classrooms, where high standards are combined with warmth, humour and students enjoy their learning. We are unapologetically ambitious — for outcomes, for character and for life chances — but we also know that sustained excellence is only achieved when staff feel valued, trusted and supported.

Our staff are our greatest strength. We invest in professional development and we strive to create an environment where colleagues can do their very best work without losing sight of why they came into education in the first place. Workload is taken seriously, wellbeing is more than a slogan and professional dialogue is honest, respectful and focused on impact. Overall, Chesham Grammar School is a vibrant, rewarding and fulfilling place to work — one where people feel valued, trusted and proud to belong.

When making appointments, I am first and foremost seeking colleagues who share the values and ethos of the school. Experience, qualifications and potential matter, but so too does alignment with the way in which we do things here. For some of our support staff, this will be their first experience of working within a school environment. Schools are special places and we believe that CGS offers an intellectually stimulating and professionally rewarding working environment. There is a commitment to professional development for staff at all levels.

I hope this letter has given you a clear sense of our ethos and culture and the opportunities available at CGS. Should you decide to apply and be invited to interview, I very much look forward to meeting you.

Yours sincerely,

A handwritten signature in cursive script that reads "Annmarie McNaney".

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.





SENIOR SCIENCE TECHNICIAN

RESPONSIBLE TO:	Subject Leader of Science
GRADE:	Range 4 (ISN 21-25)
PAY:	FTE £31,424 - £33,735 Pro rata £24,637 - £26,449
HOURS:	35 hours per week 8.30am – 4pm Monday to Friday

KEY RESPONSIBILITIES

Purpose of the job

1. To co-ordinate the Science technicians in order to support the delivery of the Science curriculum
2. To provide administrative support to ensure the efficient running of the department

MAIN DUTIES AND RESPONSIBILITIES

1. Senior Science Technician Duties
 - b. To ensure effective management of the day to day operation of the prep rooms
 - c. To maintain and develop effective systems for the Science Technician Team
 - d. To ensure all Health and Safety procedures are adhered to
 - e. To work with the Team Leader for Science to direct and adjust working arrangements for the technician team as appropriate, to meet fluctuations in workload and ensure cover for absent colleagues as required
 - f. To identify, plan, co-ordinate and undertake team training requirements, maintaining records of team training and attendance
 - g. To work in collaboration with the Team Leader for Science to co-ordinate orders and the departmental budgets
 - h. To co-ordinate departmental equipment and materials, ensuring that appropriate stock levels are maintained
 - i. To work in collaboration with the Curriculum Team Leader to ensure risk assessments are carried out as appropriate

1. Science Technician 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 practicals for new courses as and when they change
 - e) To provide in-class support as required.
2. 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
3. Safety
 - a. To physically, safely store all chemicals and equipment and inform 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 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.
4. Administration Support
 - a. To purchase consumables and equipment to maintain stock levels under the guidance of the Subject Leaders
 - b. To carry our photocopying and the preparation of resources for teaching staff as necessary to ensure that planned lessons take place as they should
 - c. To manage text book issues and recovery
 - d. To maintain exhibitions and displays in all rooms and corridors
 - e. To contribute ideas for and 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 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

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths and English to GCSE grade 5 / C or equivalent	✓	
Scientific and chemical knowledge to GCSE grade 5 / C	✓	
Degree qualification		✓
EXPERIENCE		
Working within a team	✓	
Line manager experience		✓
Previous work as a laboratory technician	✓	
Working within a school environment in a similar role		✓
Microsoft and MIS systems experience	✓	
IT competency	✓	
Knowledge and understanding of current CLEAAPS requirements and good practice within schools		✓
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently and to take direction	✓	
Excellent oral and written communication skills	✓	
Excellent interpersonal skills	✓	
Excellent organisational and management skills	✓	
High attention to detail and a high level of accuracy	✓	
The ability to work under pressure and to tight deadlines	✓	
A personal commitment to professional development and the updating of job related skills		✓



ABOUT SCIENCE

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 post, please complete an application form in full.

Application forms should be completed and submitted via the mynewterm portal - link to home page <https://mynewterm.com/school/Chesham-Grammar-School/137091>

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 interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/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.

