



# STRATFORD GIRLS' GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Shaping Futures

## Senior Science Technician

**Permanent, job share, 15 hours per week, term time + Inset days**

**Thursday & Friday 8am – 4:00pm**

**Point 9 – 11, £27,254 – £28,142 full time equivalent**

**Actual salary £9,264 – £9,566**

## The School

### Where Excellence Meets Opportunity

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school - we are a place where talented staff thrive, innovate, and make a lasting impact.

### Why SGGS?

We are a highly successful selective academy for students aged 11–18, with 854 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

### Outstanding in Every Sense

Our reputation speaks for itself. Ofsted judged us Outstanding in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science – a testament to the quality of teaching and support they receive.

### A School That Invests in You

We continually invest in our facilities and digital infrastructure:

£3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms

£1.5m extension with six new classrooms and a modern library

Refurbished science labs and upgraded historic Manor House

A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and reduce admin

## A Beautiful Place to Work

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

## A Culture of Support and Growth

At SGGS, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), and our Governing Body is engaged and forward-looking.

## The Post

We are seeking to recruit a part-time Senior Science technician to join our thriving Science department covering all science fields up to and including A Level. Responsibilities will include preparing for and assisting with practical lessons, maintaining a safe and healthy working environment, and assisting teaching and associate staff with technical issues. A working knowledge of science is essential, and previous experience of working in a school would be an advantage.

The science technician support team is made up of a Science Support Manager, Senior Science Technician (job share) and two part-time Laboratory Assistants. The team work out of one prep room in the science practical building and cover Biology, Chemistry, Physics Key Stage 3, 4 and 5 science practicals. The team supports the science department's nine science teachers and seven science laboratories.

The Job Description below sets out further details of the responsibilities and general duties of the post; and the qualifications, experience and skills required of the successful applicant are set out in the Person Specification.

## The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Jo Langford, Head's PA, in the first instance on 01789 293759 or at [HeadsPA@sggs.org.uk](mailto:HeadsPA@sggs.org.uk).

**Application deadline:** Monday 27<sup>th</sup> July 2026 at 9am

**Interviews will be held:** Thursday 6<sup>th</sup> August 2026

## Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.

- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

## **Safeguarding**

The personal safety, emotional well-being, and social development of students at SGGS is at the heart of our ethos. All staff are regularly trained and expected to adopt a vigilant, professionally curious approach to safeguarding.

In line with KCSIE 2025, we will conduct online searches on all shortlisted candidates.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

## **Privacy Notice**

Information about how we handle your data can be found [here](#).

## The Job Description

<b>Reporting to:</b>	<ul style="list-style-type: none"> <li>• Science Support Manager</li> </ul>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To provide an effective technician support and advice service to the Science Department.</li> <li>• To support the Science Support Manager/Heads of Science in the preparation and delivery of all practical requirements of the science department of the school, and to meet all Health and Safety standards of the department.</li> </ul>
<b>Key Duties and Responsibilities</b>	<p>To co-ordinate the use of practical resources and facilities and help and advise in the practical needs of the science curriculum, including liaising with teaching and support staff outside the department.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• preparing resources and assembling equipment and apparatus</li> <li>• the assistance in the preparation of public and non-public practical examinations</li> <li>• obtaining materials</li> <li>• giving technical advice to teachers, technicians and students</li> <li>• carrying out risk assessments for technical activities</li> <li>• assisting in practical lessons and performing demonstrations if required</li> <li>• to deputise for the Science Support Manager as necessary, and assuming those responsibilities.</li> </ul> <p>To ensure the maintenance of a healthy and safe working environment through:</p> <ul style="list-style-type: none"> <li>• actively contributing to the assessment, monitoring and reviewing of health and safety procedures and information resources</li> <li>• keeping up to date with current procedures and practices through continuing professional development</li> <li>• the provision of technical advice and support on health and safety issues to teaching and junior technical staff</li> <li>• the safe treatment and disposal of used materials including hazardous substances, and responding to actual or potential hazards</li> <li>• the adherence to COSHH regulations and risk assessment procedures</li> <li>• keeping up to date with safety procedures via relevant courses and sourcing new safety information from CLEAPPS, the internet etc.</li> <li>• the healthy and safe storage and accessibility of equipment and materials.</li> </ul> <p>To assist the Science Support Manager with the organisation, development and training of junior technical staff to ensure that essential performance standards are achieved.</p> <p>To contribute to the design, development and maintenance of specialist resources (e.g. ICT) and long-term projects, and to provide help and support to</p>

	<p>students and teachers on the practical aspects of the curriculum. This will include:</p> <ul style="list-style-type: none"> <li>• constructing and modifying apparatus</li> <li>• setting up and ensuring the care of plant and animal collections, and the maintenance of material</li> <li>• the collection of specimens for practical lessons, and the shopping for departmental sundries</li> <li>• the maintenance and cataloguing of posters for display, and assisting in the design of visual aids and displays</li> <li>• the design and manufacture of non-standard glass equipment</li> <li>• the transference to computer database of information on chemical stocks, experimental design etc.</li> <li>• the preparation and maintenance of stock standard solutions, the purifying of chemicals, and the treatment of waste.</li> </ul> <p>To support the Science Support Manager by assisting in the keeping of stock records thereby ensuring the availability of materials and equipment, compiling orders and checking deliveries. To ensure the routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.</p> <p>To assist in extra fund-raising activities and promotions.</p> <p>To attend departmental and staff meetings as required, and to carry out other administrative tasks such as word processing, designing templates, spreadsheets.</p> <p>To be able to deliver first aid at certified level (training will be provided as necessary).</p> <p>To act as a front-line member of the science team at open evenings and other functions.</p> <p>Any other reasonable duty within the scope of the post, including staff duties where required, under the direction of the Science Support Manager or Business Manager.</p>
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## The Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good GCSE (Grade C/4 or above) or equivalent in English and Maths.</li> <li>• Relevant science qualification (A-Level, BTEC, HNC/HND).</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a science discipline</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of success in previous similar roles in a scientific environment</li> <li>• Experience of laboratory procedures and practical science.</li> <li>• Experience of chemical storage and waste disposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school situation</li> </ul>

<b>Professional Knowledge, Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Understanding of CLEAPSS guidance and COSHH regulations.</li> <li>• Competence in maintaining scientific equipment.</li> <li>• Competence in Microsoft Office 365.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using school MIS systems (SIMS, Bromcom, Arbor).</li> <li>• Understanding of safeguarding and child protection.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Passionate about science</li> <li>• Personal integrity, honesty and sound judgement</li> <li>• High level of professionalism</li> <li>• Ability to be calm, work well under pressure, multi-task and meet deadlines</li> <li>• Excellent levels of organisation</li> <li>• Ability to manage and allocate tasks to laboratory assistants</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work in a team and also to work independently on own initiative.</li> <li>• Ability to work flexibly and to be able to adapt quickly to change</li> <li>• Respect and empathy towards others</li> <li>• Positive, enthusiastic outlook</li> <li>• Positive approach to change and continuous improvement</li> <li>• Ability to maintain a sense of perspective and a good sense of humour</li> <li>• Ability to work with initiative, resilience, flexibility and to manage time efficiently and effectively</li> <li>• Committed to the protection and safeguarding of children and young people</li> <li>• Flexibility and willingness to work beyond school hours</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to maintaining the unique and caring ethos of the school</li> </ul>	