



EDGBASTON HIGH SCHOOL

SCIENCE TECHNICIAN

Full-time (term-time and holidays), starting in September

INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Sports facilities - swimming pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.



WORKING AT EDGBASTON HIGH SCHOOL

THE OPPORTUNITY

We are seeking to appoint an excellent, committed, enthusiastic and dynamic Science Technician. This is an exciting opportunity to join a busy, thriving Science department. You would be working as part of our 3-strong technician team to support practical work across key stage 3-5 in Biology, Physics and Chemistry. The laboratories at EHS are extremely well resourced and practical work is at the heart of our curriculum. We also offer opportunities for training in specific areas with the possibility of promotion.

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.

DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.

THE SCIENCE DEPARTMENT

Science has an ever present impact on our daily lives through issues such as disease, DNA testing, ecological and global concerns. Our mission is to deliver a broad, inclusive, and inspiring Science curriculum that fosters a lifelong sense of curiosity and awe. Students undertake practical and theory based lessons in our fully equipped science labs that are designed to give them a sound understanding of the principles and concepts involved.

All three separate disciplines of Science can be studied up to A Level, as well as Combined Science at CGSE. STEM subjects are promoted to our students to ensure that Science remains a flagship and popular subject for our school. The Teachers of each discipline are supported by a team of excellent lab technicians.



SCIENCE TECHNICIAN

Job Description

Title of Job: Science Technician

Relationships: Responsible to: Heads of Science/Senior Technician

Purpose of Job: To ensure that equipment, apparatus and materials are available to support the teaching of academic staff.

Supervision required: The job holder is expected to carry out duties with the minimum amount of supervision from line managers. The job holder should be suitably qualified and experienced so that the tasks required may be carried out without direct supervision.

Work complexity: Much of the work involved is regular and routine. The job holder's normal duties will entail working alone or with other technicians, but the job holder will also need to communicate with both teaching staff and pupils.

Working Hours: Full time (52 weeks) 8:15am – 4:15pm (half hour lunch break)

Principal Duties:

- To ensure from the laboratory order of the teaching staff that the necessary equipment, apparatus and materials are set up and available including setting up computers and data logging equipment.
- To promptly clear away, clean and store safely equipment, apparatus and materials in a convenient location.
- To maintain the Science laboratories and prep rooms in a clean, tidy and safe manner, as necessary.
- To care for and maintain the apparatus and the laboratories, including safety and fire equipment, to ensure that they are safe and operate correctly.
- To ensure an adequate supply and stock of consumable material, laboratory equipment, books and stationery.
- To comply with the Health and Safety procedures and to advise staff and students on best practice when appropriate.
- To ensure that chemicals and biological materials are stored in accordance with safety guidance. To dispose of biological materials, chemicals, broken glassware and other hazardous materials in a safe and appropriate way.
- To ensure that the chemical store is kept locked when not in use.
- To maintain living, plant and animal resources in a safe and appropriate manner.
- To clean up and make safe spills, breakages and related incidents that require careful handling.
- To assist with practical tasks in lessons by agreement with the teacher / Head of Department.
- To assist with the organisation and distribution of Science Department textbooks, and in maintaining computer records of equipment, consumables and textbooks.
- To attend department meetings when requested by the Head of Department and to carry out actions as necessary.
- During the school holidays and other school closures to carry out specific tasks as instructed by the Head of Biology, Head of Chemistry, Head of Physics or Senior Technician.

- To develop new experiments, demonstrations and other teaching resources as requested by teaching staff.
- To assist with display material and exhibitions for open Days within the Science Department.
- To carry out any other tasks at the reasonable request of the Head of Biology, the Head of Chemistry, the Head of Physics or Senior Technician and any other appropriate duties as requested by the Headmistress.

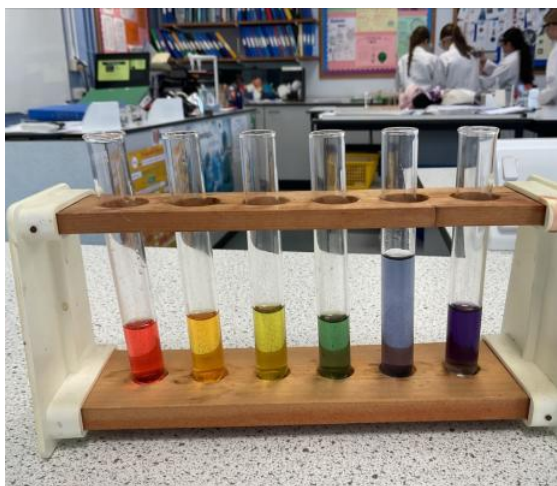
Electrical Testing (for which specific training will be provided):

- To oversee and assist the other trained members of staff in:
 - maintaining an up-to-date record of electrical equipment in the laboratories
 - carrying out essential regular annual testing of all electrical equipment (possibly during the school holidays)
 - ensuring the appropriate equipment and consumables are available to carry out the electrical testing and that the applicant testers are calibrated on an annual basis.

General Responsibilities:

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.



SCIENCE TECHNICIAN

Person Specification

Qualifications/Professional Development

- Recognised degree or practical training in a science-related field
- Basic Health & Safety certificate would be desirable

Experience and skills

- Practical experience of working within a scientific laboratory, including:
 - maintaining and repairing equipment
 - keeping accurate records and inventories
 - risk assessments
- Experience with materials & procedures subject to COSHH Regulations
- Experience of assisting with practical demonstrations and experiments would be beneficial
- Experience of working in a school or college environment would be beneficial
- Good level of literacy and numeracy

Knowledge

- Sound understanding of health and safety regulations, particularly COSHH
- Sound understanding of safeguarding principles

IT skills

- Sound working knowledge and understanding of Microsoft applications is essential
- Working knowledge of OneDrive will be useful
- Experience of using MIS applications or similar databases would be beneficial

Personal attributes

- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and students
- Sensitivity to others and the ability to work cooperatively
- Ability to understand and demonstrate a commitment to equality and diversity
- Excellent communication skills to inspire, challenge, motivate and empower students
- Commitment to co-curricular activities and supporting students beyond the classroom
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community

HOW TO APPLY

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

<p>Applications, addressed to Mrs Clare Macro (Headmistress), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.</p> <p>Please submit these to the HR & Compliance Officer, Ms Corinna Gregory: recruitment@edgbastonhigh.co.uk</p> <p>If candidates prefer to send their application by post, it should be addressed to:</p> <p>Corinna Gregory, HR & Compliance Officer Edgbaston High School for Girls Westbourne Road Edgbaston Birmingham B15 3TS</p>	<p>The closing date for applications is 9am on Monday 21st July 2025.</p> <p>Interviews will take place at Edgbaston High School for Girls shortly after.</p> <p>Successful candidates will be invited to a formal interview there will also be an opportunity to tour the School on the day.</p> <p><i>Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.</i></p>
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Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

