



POOLE
GRAMMAR
SCHOOL

APPLICATION FORM



SCIENCE TECHNICIAN

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POOLE
GRAMMAR
SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: SCIENCE TECHNICIAN

Start date: as soon as possible

Salary: £25,185 to £25,989 FTE (Grade B, point 4 – 6)

In this role, the post holder will be responsible to the Senior Science Technician.

Actual annual salary: £21,567 to £22,255 FTE (Grade B, point 4-6)

Hours: 37 hours per week, Monday to Friday, 8am to 4pm (3.30pm on Fridays)

Working weeks: 39 (term-time only)

Paid weeks: 44.65 (includes holiday pay)

Further details about the school can be found on our website at www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide by the School's Safeguarding policy;
- fully abide by the Staff Code of Conduct and any applicable Health & Safety, Cybersecurity, Data Protection and Risk Management policies.
- Ensure that an orderly, safe, clean and healthy environment is provided for teaching activities (to include using CLEAPSS checklists);
- Demonstrate safe and effective practice set-up to members of teaching staff, sharing good practice when improvements in methods are developed;
- Maintain a safe and clean prep-room (in line with CLEAPSS guidance) where practical preparation can be undertaken;
- Ensure that Health & Safety requirements and other relevant regulations (such as Control of Substances Hazardous to Health (COSHH) and CLEAPSS) are adhered to and observed;
- Undertake regular checking procedures and risk assessments appropriate to the work areas and ensure training on these subjects is up to date.
- Comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health & Safety At Work Act and the Data Protection Act (GDPR).

Main responsibilities and duties

The post holder will be expected to:

- Prepare and maintain classrooms and laboratories;
- Prepare and maintain materials for use by staff and students;
- Prepare and assemble teaching resources, apparatus, solutions and equipment for use by staff and students, including setting up demonstrations and laying out practicals;
- Contribute to teaching and learning sessions (as appropriate) by demonstrating or advising on the proper and safe use of materials and equipment for practical activities, occasionally including directed support for individual students;
- Assist teachers in preparation for practical examinations;

- Research, trial and monitor previously untried experiments within the department (as requested) and create relevant LabLogger templates with associated Health & Safety documentation;
- Maintain and undertake basic repairs to equipment where practicable or arrange for external contractors where required (eg, autoclave and microscope servicing);
- Contribute to planning, development and organisation of systems, procedures and policies, ensuring manuals and guidance are updated accordingly (under the direction from the Senior Science Technician);
- Clear away glassware from drying racks, clean dirty equipment and sinks within laboratories and keep the department running at optimum efficiency and cleanliness using the lab checklists;
- Be responsible for the safe storage of equipment and materials, ensuring the disposal of waste is in accordance with relevant regulations, guidelines and school procedures;
- Ensure that all department staff are aware of how to manage spillages/breakages (following regulations and school procedures);
- Be responsible for monitoring stock and ordering equipment and supplies, seeking out best value for money with prudent financial management in mind;
- Maintain inventory of chemical and lab equipment using CLEAPSS documentation;
- Assist with the issue and return of textbooks or other teaching aids;
- Carry out general administration tasks within the Science department including photocopying and reprographics orders, keeping electronic resources in order (eg, renaming LabLogger templates), collating resources on SharePoint, making displays, taking scans/photographs of work, data entry and so on;
- Attend departmental field trips as appropriate;
- Manage room swaps when timetable clashes occur;
- Liaise with Senior Science Technician in identifying short-, medium- and long-term maintenance and equipment replacement so that appropriate planning and budgeting can be put in place;
- Under direction of the Senior Science Technician, undertake such other duties as may be required from time to time commensurate with the level of the post;

Contacts and relationships

- Daily interaction with teaching and other support staff;
- Regular technician team meetings which the post holder should attend and contribute towards, raising any concerns with the Senior Science Technician as appropriate;
- Contact with local authority and other professional bodies to ensure that the post holder's knowledge and skills are kept up to date.

Line management

- The post-holder will be line managed by the senior science technician, who will direct the post-holder on daily and weekly priorities and tasks.
- Any problems or issues arising from the directed daily or weekly tasks must be reported promptly to the senior science technician.

Resources

- The post holder will have responsibility for the proper use and safekeeping of chemicals, equipment and resources.
- The post holder will have responsibility for purchase and maintenance of stock.
- Resources will include hazardous chemicals and equipment.
- Protective clothing will be provided and must be worn when required.

Work environment

- Duties will normally be undertaken in prep-rooms, laboratories or classrooms within the school.
- There will be use of chemicals and/or toxic materials and some use of power tools.
- Lifting and movement of resources and equipment will often be required, using trolleys and lifting aids where required.

Skills and qualifications

- No formal qualifications required.
- Experience of working with chemicals and/or scientific equipment would be desired.

General

This job description is specific to the post of Science Technician. This job description is current at the date shown below but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Katie Etheridge, Headteacher

Date: September 2026



PERSON SPECIFICATION



Experience

- Working in an education setting (DESIRED)
- At least two years' practical experience (ESSENTIAL)
- Experience and practical competence in the safe and proper use of any specialist equipment or chemicals for which the post holder has direct responsibility (ESSENTIAL)
- Experience in using ICT for data entry and creating display for student work (ESSENTIAL)

Qualifications

- Five GCSEs with a minimum grade C or above in English and Mathematics or equivalent qualifications or relevant experience (ESSENTIAL)
- A vocational or academic qualification in the relevant subject area (ESSENTIAL)
- Additional Biology, Chemistry or Physics academic/vocational qualification (DESIRED)

Aptitudes and abilities

- Excellent communication skills
- Good ICT skills
- Knowledge of school systems and policies
- Ability to handle confidential information with discretion
- Creativity and flair in designing and setting up new projects or experiments and designing and creating displays of students' work

Knowledge

- Health & Safety At Work, COSHH, CLEAPPS, SYC
- Poole Grammar School's Behaviour and Management policies
- The School's fire and emergency procedures
- Child Safeguarding procedures

Personal attributes and qualities

- Self-motivated with a can-do attitude
- Able to work under own initiative
- Team player
- Good interpersonal skills
- Ability to manage and prioritise busy workloads
- Commitment to Equal Opportunities
- Enhanced DBS



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APPLICATION PROCEDURE



What you need to do

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but PDF and Word versions of the application form can be requested from the HR Department by emailing: pgshrdept@poolegrammar.com.

Please note: If you use the PDF application form and are using an Apple Mac, make sure it isn't completed in Preview mode, as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgement email, please contact the HR Department on the above email address.

Dates

Closing date for applications: **20th September 2026**

Interviews: week commencing **21st September 2026**

We encourage early applications and reserve the right to interview early for the right candidate.

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application.

Poole Grammar School also promoted equal opportunities across its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
September 2026