



A Leading HMC Selective Co-Educational Day School.
Conveniently located in the heart of Kingston upon Thames with a superb Sports Ground by the Thames opposite Hampton Court Palace. Easy access to central London by rail and road.

SCIENCE TECHNICIAN CHEMISTRY November 2025

Part time, Fixed Term Contract, Maternity Cover

We are seeking to appoint a part-time Science Technician to join our busy Science department on a part time, fixed term contract of six months, covering a period of maternity leave.

The Science Department is split by subject, Chemistry, Physics and Biology, each with its own Head of Department and teaching staff. A team of Science technicians assist the teaching staff with preparations for practical experiments, risk assessments and associated Health and Safety issues, providing this support to each of the departments, as well as assisting each other within the whole science faculty.

The successful candidate will assist with preparation of all materials used for teaching in the busy Chemistry department as well as the day-to-day running of the Chemistry Prep room. The ideal candidate should have experience ideally within a science related background, be able to demonstrate initiative, work to time constraints and be able to work independently as well as within a team environment.

Hours: Monday to Friday from 9:30am to 2:30pm, term time only.

The closing date for applications is **9.00am on Monday, 3rd November 2025**. Early applications are welcome, and we reserve the right to close this vacancy and interview at any time. Application is by CV and covering letter to HR@kgs.org.uk

Prior to interview, an online search will be conducted to identify any past or current incidents or issues that might affect your suitability to work with children and undertake this role. This is in line with guidance in Keeping Children Safe in Education. Please note this online search will be carried out only on publicly available information and be limited to issues relating to your suitability to work with children and/or in a school environment. Issues that arise will not automatically be a bar to your employment at this school.

Kingston Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this 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 (DBS).

Registered Charity No. 1078461



Science Technician Chemistry

Job description

Salary	KGS Support Staff Scale (pro-rated for term-time only and hours worked) per annum plus pension and benefits
Hours	Monday to Friday - 9:30 am - 2:30 pm 25 hours per week; 35 weeks per year

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Department:

The Science Department is split by subject, Chemistry, Physics and Biology, each with its own Head of Department and teaching staff. A team of technicians support the teaching staff providing technical support to each of the departments. There is normally a full-time Senior Technician in each department, one of which is a Team Leader Technician who line manages the technician team.

Summary of the Role:

The Science Technician takes instruction from the Senior Technician in each department for all day-to-day matters and reports to the Team Leader Technician. This role will provide support to the Chemistry Department to ensure that the Chemistry teachers have all the resources required to support the syllabus, ranging from textbooks, laboratory equipment and other resources, through to chemicals for practical experiments. Technicians need to ensure that the teachers are provided with the requested materials for each lesson on time and that the resources and equipment are then cleared away ready for the next lesson.

The precise nature of the job description may be adjusted to suit the strengths of the successful candidate. This position requires occasional heavy lifting and infrequently moving equipment up and down stairs.

Main Duties and Responsibilities:

The Science Technician will possess all the skills required to carry out their duties and also the experience and knowledge of working without supervision as a technician and the ability to make dynamic risk assessments for themselves and demonstrate and promote good practice to others.

The duties and responsibilities of the Science Technician include the following, but are not exclusive:

1. Assisting with the preparation and set-up of equipment and materials used for teaching, including the cleaning of glassware and other equipment. This includes both the preparation of pupil material requirements, as well as chemical solutions, safe disposal of chemical, biological and physical waste and general preparation and tidiness of the preparation rooms and laboratories.



2. Assisting with the maintenance of laboratories, stockrooms, and preparation areas, including safe and efficient storage of resources to ensure a clean, safe, orderly working environment. This includes the regular checking of services within the faculty for defects and reporting them to the relevant technician or reporting platform.
3. To ensure all Health & Safety rules and regulations are strictly adhered to and promote the maintenance of a healthy and safe working environment including:
 - a. Advising the Lead Technician, Head of Department, the Facilities Manager and Health and Safety Officer on all Health & Safety matters which may affect the Department work, stores and equipment.
 - b. The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
 - c. Appropriate, safe, and accessible storage of equipment and materials.
 - d. To spread good practice amongst other science technicians.
 - e. To maintain an inventory of all materials and equipment held and used. Carrying out and exercising stock and devolved budgetary control as directed by the Senior Technicians / Head of Department e.g. annual chemical stock check.
 - f. Adherence to Home Office guidance relating to the prevention of terrorism (Secure your chemicals (SYC), Supplying explosives precursors and poisons, etc.).
 - g. Keeping up to date with and following guidance from CLEAPSS.
4. To take care of any living, delicate or hazardous substance kept within the Department and as necessary, within the Science Department as a whole.
5. To provide first line maintenance support for machines, furniture, fixtures and fittings within the Department. When necessary, contacting and liaising with the Estates and IT Departments and external suppliers/contractors for external repairs and maintenance.
6. As applicable, to assist with the installation of new machinery, equipment, furniture, fixtures and fittings within the Department. Attending such training as necessary for the safe operation of such equipment.
7. Following consultation with the Head of Department, advise and assist other members of teaching, administrative and manual staff and pupils as appropriate with the use of any departmental machinery/resources.
8. Carrying out other duties as reasonably requested by the Lead Technician, including attendance where necessary at open days/master classes etc.



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9. To maintain an awareness of scientific developments within Science and undertake, after consultation with the Lead Technician and the relevant Head of Department, such in-service training as deemed necessary.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer or to the Head.

Person Specification

	Essential	Desirable
Qualifications Good solid education including Science, Maths and English	✓	
Experience - Previous experience of working in an educational environment or in a laboratory environment - Experience of setting up science practicals - Experience of undertaking risk assessments		✓ ✓ ✓
Skills and Knowledge - Excellent interpersonal skills - Able to communicate effectively orally and in writing - Good communication - Knowledge of Health and Safety rules and regulations	✓ ✓ ✓	✓
Personal Competencies and Qualities - Highly organised and efficient - Attention to detail - Must be able to work in team environment - Able to work to tight timelines - Proactive and able to demonstrate ability to use initiative - Enthusiasm, willingness and a flexible approach to working hours and duties - Flexible and approachable - Emotional resilience - Able to liaise with parents, staff and students in a professional and courteous manner at all times - Discretion and confidentiality - Experience of dealing with difficult situations - Demonstrates a positive motivation to work with children and young people - Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	