Mayfield Grammar School

Gravesend

Appointment of

Science Technician

37 hours per week 39 weeks per year

Mon to Thurs 8 am to 4 pm, Friday 8 am to 3.30 pm

(plus 5 school development days)

Salary KSC, £26,956 FTE 0.8755 actual salary £23,601.43

Closing date: 1pm – Monday 16th November 2026

Mayfield Grammar School
Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896
Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk

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We are looking for a highly organised and dedicated individual to join our friendly and successful school. We have a high profile for achievement locally and nationally and our school prides itself on its strong record of internal professional development.
The school was judged by Ofsted to be "Outstanding" in May 2024

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk
Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on Monday 16th November 2026**

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

Ofsted Outstanding Provider

Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.co.uk

2026

JOB DESCRIPTION

Post Title	**Science Technician**
Responsible to:	Subject Leader/Senior Science Technician
Hours:	37 hours per week 39 weeks per year to include Inset Days Monday to Thursday 8 am to 4 pm, Friday 8 am to 3.30 pm
Salary:	**KSC, £26,956 FTE 0.8755 actual salary £23,601.43**

Duties:

The postholder will work as part of the Science Technician Team and will provide flexible technical support across the full range of Science Faculty activities. The post requires the postholder to work across Biology, Chemistry and Physics and across the full range of key stages, according to the needs of the curriculum and the priorities of the department. The postholder will work collaboratively with the Senior Technician and other members of the team to ensure that practical resources, equipment and technical support are provided efficiently and safely.

Responsibilities:

Technical and practical support

- Prepare chemicals, solutions, specimens, materials and other resources required for practical science lessons, demonstrations, investigations and examinations.
- Assemble, prepare, test and modify scientific apparatus and equipment, including ICT, data-logging and digital equipment.
- Trial practical activities and demonstrations in advance, identifying potential issues and suggesting appropriate solutions or adaptations.
- Provide technical support to teachers across Biology, Chemistry and Physics, from KS3 through to KS5, according to departmental requirements.
- Assist teachers during practical lessons, demonstrations and investigations where required.
- Provide appropriate technical support and guidance to students during practical activities, including advice on the safe use of equipment and materials.
- Deliver prepared equipment and resources to laboratories and classrooms and collect, check, clean and return equipment following practical activities.
- Ensure equipment is correctly stored, secured and, where appropriate, charged and ready for future use.
- Construct, adapt and modify apparatus and resources to meet the requirements of practical activities.
- Assist with the preparation and organisation of practical resources for internal and external examinations.
- Provide technical assistance for science-related trips, visits, open evenings and other faculty activities where required.

Equipment, resources and maintenance

- Take responsibility for the safe, effective and organised storage of scientific equipment, chemicals, materials and resources.
- Carry out routine maintenance, testing and minor repairs of scientific equipment where appropriately trained and competent.

- Identify damaged, defective, obsolete or unsafe equipment and report or arrange appropriate action.
- Liaise with other support areas, including ICT and Premises, where technical, maintenance or environmental issues require additional support.
- Maintain appropriate records relating to equipment, maintenance, servicing, stock and safety checks.
- Assist with the development and maintenance of efficient systems for the organisation and management of laboratories, preparation rooms and stores.
- Undertake stocktaking and monitor levels of chemicals, consumables, equipment and other resources.
- Assist with ordering and obtaining materials and resources through appropriate school purchasing procedures, including local purchasing where required.
- Assist with the receipt, checking and safe storage of deliveries.
- Dispose of waste materials safely and in accordance with relevant procedures.
- Assist with the care and maintenance of plants, animals and other biological materials where required.

Health and safety

- Work at all times in accordance with the school's health and safety procedures and relevant legislation and guidance.
- Carry out appropriate risk assessments relating to technician activities and contribute technical advice and information to support practical activity risk assessments.
- Carry out routine health and safety checks of laboratories, preparation rooms, stores and scientific equipment.
- Undertake appropriate checks of electrical equipment, fume cupboards, first-aid equipment, pressure vessels, eye protection, glassware, chemical storage and other relevant resources.
- Identify and report hazards, defects or unsafe practices and take appropriate action within the limits of the postholder's responsibility.
- Maintain appropriate records relating to health and safety checks and procedures.
- Provide teachers and students with appropriate technical and health and safety guidance relating to the use of scientific equipment, materials and practical resources.
- Maintain a working knowledge of relevant health and safety procedures, including COSHH and safe chemical storage and disposal.
- Undertake relevant training, including first aid, as required by the school.

Team working and organisation

- Work collaboratively as a member of the Science Technician Team to provide an efficient, responsive and effective technical service to the Science Faculty.
- Work flexibly across all areas of science and develop and maintain a broad working knowledge of Biology, Chemistry and Physics to support colleagues and provide effective cross-cover.
- Be willing to undertake duties across different year groups and areas of the Science Faculty according to workload and departmental priorities.
- Support colleagues during periods of absence and assist with the redistribution of workload where required.
- Share technical knowledge, practical experience and good working practice with other members of the technician team.
- Contribute to the development and improvement of systems and working practices within the Science Technician Team.
- Assist the Senior Technician and Science Faculty in ensuring that technical resources, preparation and support are appropriately organised to meet the needs of the curriculum.
- Prioritise work effectively and communicate any issues that may affect the preparation or delivery of practical activities.
- Keep up to date with developments in practical science, scientific equipment, technology and relevant health and safety requirements.

- Be willing to undertake appropriate training to develop skills and competence across the full range of technician duties.

Wider school support

- Assist with examination invigilation when required by the school in accordance with examination regulations and school procedures.
- Assist with reading and other appropriate support tasks for students with SEND, where required to the needs of the student and school arrangements.
- Be available to provide support to the Science Faculty and wider school during events such as open evenings, open days, induction days, science fairs, science club, examinations and other wider school activities.
- Be willing to assist with trips and associated preparation and support as required by the Science Faculty.
- Undertake other reasonable duties consistent with the nature and grade of the post, as directed by the Headteacher, Line Manager, Head of Faculty, Subject Leader or Senior Technician.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.
Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Dated: _____

Approved by: _____ Headteacher