

# Science Technician

Job Description



**Queen Margaret's  
School for Girls**

Escrick Park, York

# Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,  
A family of learning and belonging,  
In a truly inspirational setting.

We are somewhere each and every girl can thrive,  
Where they'll be happy and healthy,  
Grow their knowledge, skills and confidence,  
And make friends for life.

Somewhere that's the bedrock for success,  
Opens up opportunities and possibilities,  
Inspires them to forge their own future,  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,  
To realise their potential,  
To become the best women they can be,  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## Working at QM

Queen Margaret's was named Small Independent School of the Year in 2023. We employ around 170 staff, with over 90 teachers, and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time meals are provided when you are on duty. Working in a boarding school is an experience like no other; the sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## About the Role

The Science Department at Queen Margaret's is run by six full and part time academic staff, assisted by two technicians. In Years I to II our students follow a broad curriculum, which becomes more focused in Year III as they are guided to a balanced range of subjects for GCSE study. Our teaching and learning go beyond the National Curriculum and courses are tailored to the needs and abilities of the students in ways that stimulate, challenge and excite young minds. The Science Department at Queen Margaret's enables girls to develop an interest in, and an understanding of, the systems in the world around us. All girls take either Combined Science or separate Sciences at GCSE and we also have students studying A Levels in all three Sciences.

## Job Description

**Job Title:** Science Technician

**Working Hours:** 26 hours per week, four days per week including two in every three Saturday mornings between 09:00 and 12:00. Some flexibility on start and finish times on weekdays will be permitted, but generally the hours of work will be between 10:00 and 17:00 hours. The post holder is required to work 33 weeks per year (term-time only) plus three inset days and three cleaning days across the year.

**Responsible To:** Senior Deputy Head > Head

**Salary:** FTE £20,000 - £25,000 depending on experience. This will be pro-rata to actual hours worked.

### Science Technician Job Purpose:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff and undertaking duties in support of the work of the teaching staff in the Science Department.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

### Main Duties and Responsibilities:

- Preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment and services in good order, including the maintenance of first aid boxes.
- Providing guidance and support in meeting the practical requirements of the science curriculum
- Assisting in practical classes, preparing resources, preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons and extracurricular activities as requested by teaching staff.
- Giving technical advice to teachers and students.
- Organising the safe storage and accessibility and checking the condition of chemicals, materials and equipment.
- Cataloguing of resources and materials.
- Checking fume cupboards and pressure vessels; carrying out safety checks, etc

- Ensuring the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Preparation of materials and equipment for external practical exams.
- Caring for plant and animal collections.
- Assisting in the copying of resources for lessons and internal and external exams for the Department.
- Carrying out risk assessments for technician activities.
- Be responsible for the promotion and observance of a healthy & safe working environment for the Science Department by:
  - actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources
  - keeping up-to-date with current procedures and practices through continuing professional development.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns as required under those policies.
- Ensure all students have equal access to opportunities to learn and develop Liaise effectively with teachers, parents and other members of staff.
- Attend relevant meetings and Open Day events as required.
- Participate in training and other learning activities and performance management as required.
- Undertake such other professional duties that may be reasonably assigned by the Head.

## Person Specification and Qualities

The successful candidate will:

- Have excellent interpersonal and communication skills
- Share the vision of the Science Department, School and the Head
- Be flexible, reliable, and well organised
- Be passionate about Science education
- Be a team player contributing to the work of the Science Department and the school
- Have personal integrity and the drive to do what is best for the pupils
- Have good ICT skills
- Have a high degree of professionalism and a sense of humour.

## How to Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.