



# Maidstone Grammar School *for Girls*



## Key Stage 3 Science Technician

Required for September 2024 Kent Scheme Salaries 5

Part-time 30 hours per week term time plus 6 directed days

8.30am-2.30pm Monday-Friday

£24,040-£25,002 per annum pro rata - Equating to £17,001-£17,681 per annum



# The Post

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We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed Science Technicians and support our teaching staff within our Science Department. The post holder will also be responsible for overseeing practical work for Key Stage 3 Science. The post would be equally suitable for an Science Technician or for a graduate Scientist. Science is a very popular subject with 12 A level groups across the three Sciences.

The core purpose of this position is to co-ordinate the use and maintenance of practical resources and facilities within the Science department and provide assistance and advice in the practical needs of the Science curriculum within Key Stage 3.

## The Team & Our Facilities

The post holder will co-ordinate the use and maintenance of practical resources and facilities within the Science Department and provide assistance and advice in the practical needs of the Science curriculum.

The Science Technician team consists of three colleagues and a Senior Science Technician. Our science facilities are extensive and we will be starting a new building which will include 5 new replacement laboratories.



## Job Description

### Summary of Job:

To assist in the provision of practical support for science teaching, with particular emphasis on Key Stage 3 Science within the school.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Every Child Matters agenda and Area Child Protection Procedures.

### **Outline of Main Duties:**

#### **Stock Control and Maintenance**

- Be responsible for the maintenance of apparatus and equipment. Operate and maintain appropriate stock control of all goods and chemicals.
- Provide equipment and materials to support science practical teaching, including the teaching of Year 7 and Year 8 courses as required and remove it safely afterwards.
- Review and evaluate new experiments introduced to the Department and, where appropriate, suggest modifications.
- Clean and maintain apparatus as required.
- Safely maintain any ongoing experiments during term time.
- Ensure the maintenance of an up-to-date inventory of apparatus, equipment and chemicals.
- Source and obtain any new materials, chemicals or equipment required by the department.
- Ensure access to textbooks when required.

#### **Support and Deliver Learning - Supporting Teachers**

- Work effectively as part of the teacher support team and with teaching staff, in contributing to the quality of teaching and learning.
- Support and complement the work of teachers by assisting in the preparation of practical resources for the lesson and responding to individual needs as required.
- Liaise within the Science Department and with other departments when necessary, particularly IT, Technology, Resources and the Library to ensure the timely provision of resources e.g. booklets, test papers, shared equipment etc.
- Provide A/V assistance as required by teachers.
- Carry out, where requested by teaching staff, filing and retrieval of marked work
- Maintain an appropriate display of relevant and contemporary work or posters on the boards within the Department.

#### **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

## **Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

#### **Qualifications**

- At least level 3 Science based qualifications, and/or Science technician qualifications

#### **Personal qualities**

- An ability to communicate and liaise effectively with teachers, science technicians and students
- Capacity for hard work and high expectations of self and others
- An ability to work under pressure, to balance potentially conflicting demands
- Supportive approach to others, and an ability to relate well to colleagues and students
- Ability to work well within teams and flexibility and willingness to adapt to changing circumstances and requirements

- Commitment to support the ethos of the school and to comply with school policies and procedures
- Have the ability to relate well to children and adults, understanding their needs and being able to respond appropriately
- Generosity of spirit
- Willingness to contribute to extra-curricular activities within the Science department

### **Knowledge and skills**

- Experience of working as a Science technician or laboratory work
- Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory.)
- Knowledge of appropriate use of specialist equipment (including handling hazardous substances/materials and microbiology) and ability to communicate and demonstrate this knowledge effectively to staff and students
- Strong organisational skills
- A knowledge of Google Apps
- First Aid certificate

### **Experience and training**

- Evidence of a commitment to professional development
- Experience of working in a school environment

## The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Teaching and Support Staff references will be requested prior to interview.

## Important Dates

\*Closing date for applications: 8am on 8th July 2024

Interview date: 11th July 2024

\*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

## About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

*"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."*

*"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."*

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Regional Computer Hub, awarded by the Department for Education in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and

fulfilled adults.

## Our Results

### GCSE and A Level Exam Results 2023

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2023 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."

Summer 2023 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two



proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.



years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very

## The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
  - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
  - CPD days and a range of workshops delivered through twilight
  - Performance development opportunities

- Relevant external CPD training courses
- Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
- Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
  - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
  - Statutory sick pay
  - Access to individual coaching to support you in achieving your career aspirations at MGGS
  - Support Line - a free confidential service that offers up to 7 counselling sessions a year
  - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only with a six month lead in period for full benefits):
  - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
  - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
    - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:
      - Discounts on train tickets, ferries and coaches, savings on holidays and flights
      - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
      - Saving on your utilities.
- Free On-Site Parking
- Free break-time coffee/tea
- Staff Well-being Committee
- Staff social events and activities



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