



Tunbridge Wells Girls' Grammar School

Lab Technician - Biology (Maternity Cover)

Information for Candidates

Start: April 2025



Welcome from the Headteacher



TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

“Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.”

Katie Marchant, Headteacher

The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world.

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

Lab Technician - Biology (Maternity Cover with the potential to be permanent)

22.5 hours (3 days) per week, term time only plus INSET days. FTE 0.5277. Salary £24,040 to £25,002 - pro rata £12,685 to £13,193.

Plus up to 2 days annually during the summer holidays (times by agreement). 8:30am - 4pm with 30 minutes lunch break, three days a week. Additional hours by mutual agreement. Some flexibility may be needed for occasional scheduled evening events.

Job Purpose

Preparation of specific lesson materials for designated areas of the Science department, specifically Biology and three of the six Year 7 classes.

Key responsibilities

Particular Daily Duties to include, as appropriate:

- collecting apparatus and chemicals from storage
- preparing necessary solutions
- checking individual components in and out for class use
- arranging for apparatus including worksheets, books, laptops and audio visual aids to be available in rooms for lessons
- preparing experiments, setting up apparatus and equipment for demonstration and practical lessons to maximise efficiency of use, as requested by teaching staff
- liaising with staff over use of equipment and stock
- advising staff of any potential problems that may occur, including safety aspects
- assisting with collection, storage and filing of sundry worksheets, books, laminated resources, audio visual aids, laptops and materials
- returning apparatus etc. and chemicals to storage as soon as practicable
- washing and drying glassware and practical equipment

- repairing damages or arranging for this to be done
- looking after animals, insects and plants kept by the department
- constructing simple apparatus
- locking of laboratories when not in use

Other Responsibilities

- Undertake duties as specified in school policies and procedures
- Any other reasonable ad hoc duties (appropriate to role) requested by the Headteacher or Line Manager
- Assisting other Laboratory Technicians as required by the Curriculum Leaders in Science
- To ensure school equipment and records relating to this role are appropriately stored and secured
- Completing all work to a good standard, and ensuring the role is carried out in a professional manner appropriate to a school context
- Readiness to undertake appropriate training

General Routine Duties

- a) Laboratory maintenance including:
 - i) switching on/off main services
 - ii) maintaining laboratory as clean and tidy (in conjunction with teacher in charge of room)
 - iii) cleaning of sinks, chemicals on bench tops, spillages of chemicals on floor
 - iv) keeping cupboards and doors closed, storing materials tidily
 - v) keeping equipment clean
 - vi) demonstrate an awareness of health and safety at all times

Continued overleaf...

- a) Other duties
 - i) cleaning of goggles on half termly basis
 - ii) cleaning of safety screens
 - iii) taking stock of chemicals, consumables, stationery books and recording on database
 - iv) updating stock record books and county inventories
 - v) liaising with Line Manager on stock replacement needs, ordering of stock and development of yearly budget bid
 - vi) checking arrivals
 - vii) organising the laundering of laboratory coats
 - viii) shopping for various items for experiments
 - ix) ensuring department's asset register remains up to date
 - x) keeping an up-to-date inventory of equipment on PAT list

Experience/ Skills Requirement

- A basic Science knowledge is essential
- Practical skills are desirable
- Good verbal communication skills
- Able to communicate with, and gain the confidence of, young people
- Ability to prioritise
- Able to work proactively and independently
- Flexibility

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.

How to apply



The closing date for applications is Friday 24th January 2025

Interviews will be held week beginning Thursday 30th January 2025

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Michelle Clarke, Headteacher's PA at admin@twggs.kent.sch.uk



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