



THE ELLEN WILKINSON SCHOOL  
— FOR GIRLS —

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## SCIENCE TECHNICIAN (BIOLOGY)

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

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he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over

1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.







## THE ROLE OF A SCIENCE TECHNICIAN

<b>Post Title:</b>	<b>Science Technician (Biology)</b>
<b>Report to:</b>	<b>Head of Science</b>
<b>Salary:</b>	<b>NJC Scale 5 – Point 12 (£31,056 approx. inclusive of allowances) 37.5 hours per week , FT Term Time only (i.e. 195 days per year, including Training Days) (Up to 10 mutually agreed additional days to be worked during school holidays throughout the year).</b>

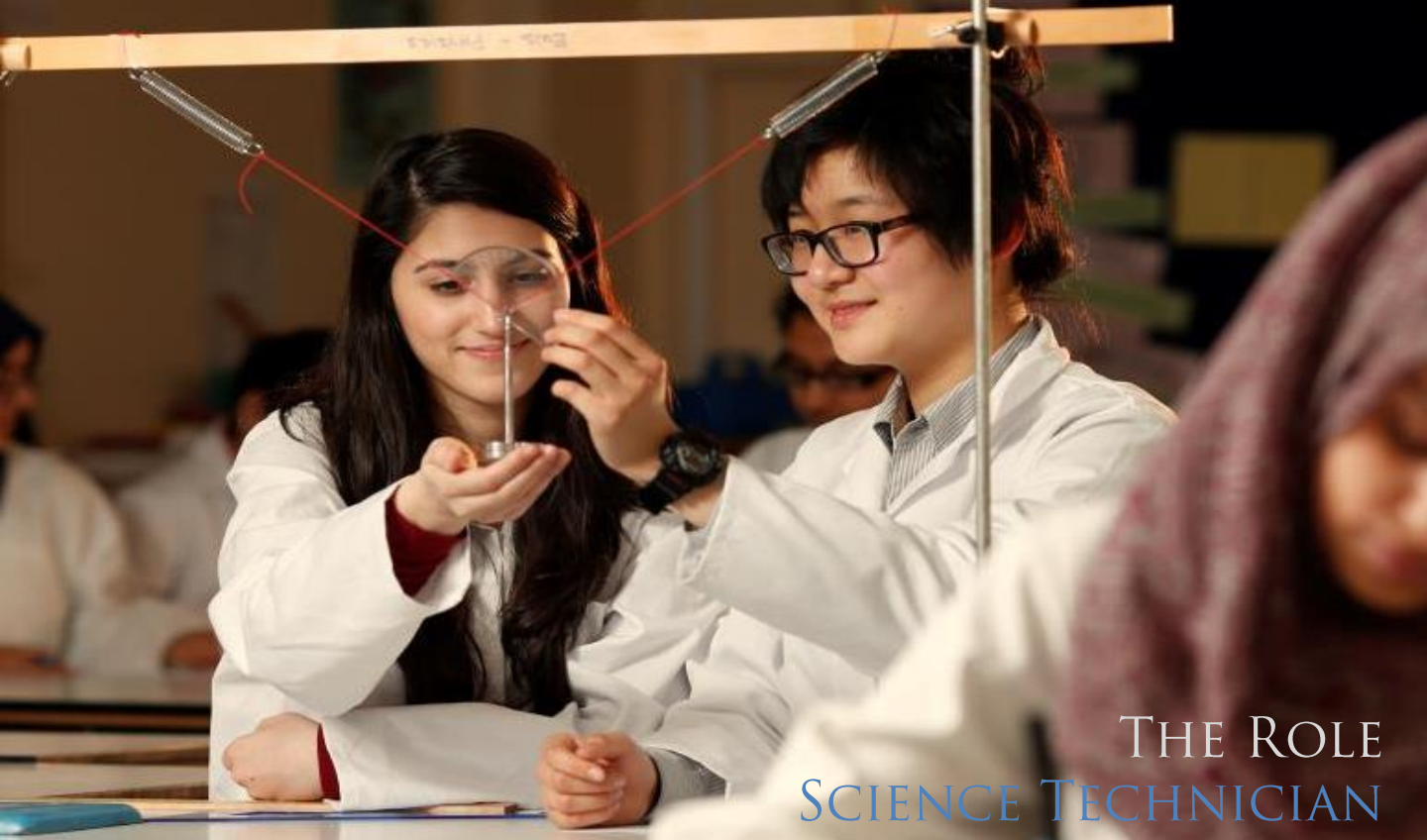
### **Main Purpose of the Post**

- To lead on specified areas of responsibilities within the science department.
- To provide general, practical support in the school science laboratories
- To assist all Class Teachers in providing pupils with a relevant and effective experience
- To ensure the maintenance of a healthy and safe working environment
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### **Lead areas of responsibility**

#### **Biology:**

- Lead on stock Audit and record keeping across Biology, Chemistry and Physics department
- Overall responsibilities for ordering and checking deliveries of materials (in consultation with Head of department)
- Responsibility for Enquiring and routine communication with suppliers
- Lead on updating & reconciling excel spreadsheet budget (in consultation with Head of department)
- Organisation of revision guides/books and distribution of these to all KS3-5 students



## THE ROLE SCIENCE TECHNICIAN

### Duties and Responsibilities

- Provide technical advice and support to Class Teacher as required.
- To assist in practical classes and carry out demonstrations under the direction of the teacher
- Following guidelines provided prepare and set out experiments, scientific and audio visual equipment, chemicals, specimens etc. for laboratory use (this includes moving items between laboratories where necessary). Responsibility for Biology, Apparatus, Resources etc.
- To contribute to the design, development and maintenance of specialist resources and or long term projects
- To be able to safely use and dispose of material including hazardous substances and be able to respond to actual or potential hazards appropriately
- To be responsible for the safe storage and accessibility of equipment and materials
- To carry out health and safety risk assessments relating to laboratory work and apply COSHH regulations
- To ensure the availability of suitable materials and equipment, compiling orders, sourcing and costing, communicating with suppliers when necessary
- Updating & reconciling excel spreadsheet budget
- Keep up to date records of stock and Co-ordinate stock audit of biology resources
- Under appropriate guidance ensure that routine and non routine checking, cleaning and maintenance, testing or repairing of equipment is carried out
- Actively contribute to the assessment, monitoring and review of both health and safety procedures and information resources
- Keep up to date with current procedures and practice through continuing professional development
- Maintaining safety standards in line with current legislation
- To adhere to school policy on equality and diversity
- Other duties commensurate with the level of the post as required
- Willingness to participate in training and development for continuing professional development

***This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.***

***The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.***

**Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.**



## The Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent qualifications in English and maths Grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 2 in Laboratory and Associated Technical Activities (LATA) or NVQ 2 for Laboratory Technicians in Education or Level 2 Certificate in Laboratory Technical Skills or equivalent would be an advantage.</li> <li>First Aid qualification (or be prepared to train for).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a school environment would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of 3 year's experience working as a Technician in a High School.</li> <li>Working in a school with experience in A Level preparation</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Very good communication skills, ability to communicate with people at all levels.</li> <li>Able to deal with a number of different situations in quick succession.</li> <li>Good level of accuracy and detail.</li> <li>Ability to follow instructions accurately.</li> <li>Ability to work as part of a team and independently.</li> <li>Able to act calmly under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to carry out risk assessments in relation to laboratory work</li> <li>Ability to maintain a range of tools and equipment</li> <li>Ability to prepare equipment and materials for lessons as requested by teaching staff</li> <li>Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.</li> <li>Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>To adhere to school policy on equality and diversity.</li> <li>Willingness to undergo an enhanced CRB check</li> </ul>	





## LIVING AND WORKING IN EALING

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### TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: Elizabeth Line from Reading and London Paddington to Ealing Broadway take just 20 to 50 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### CULTURE AND AMENITIES

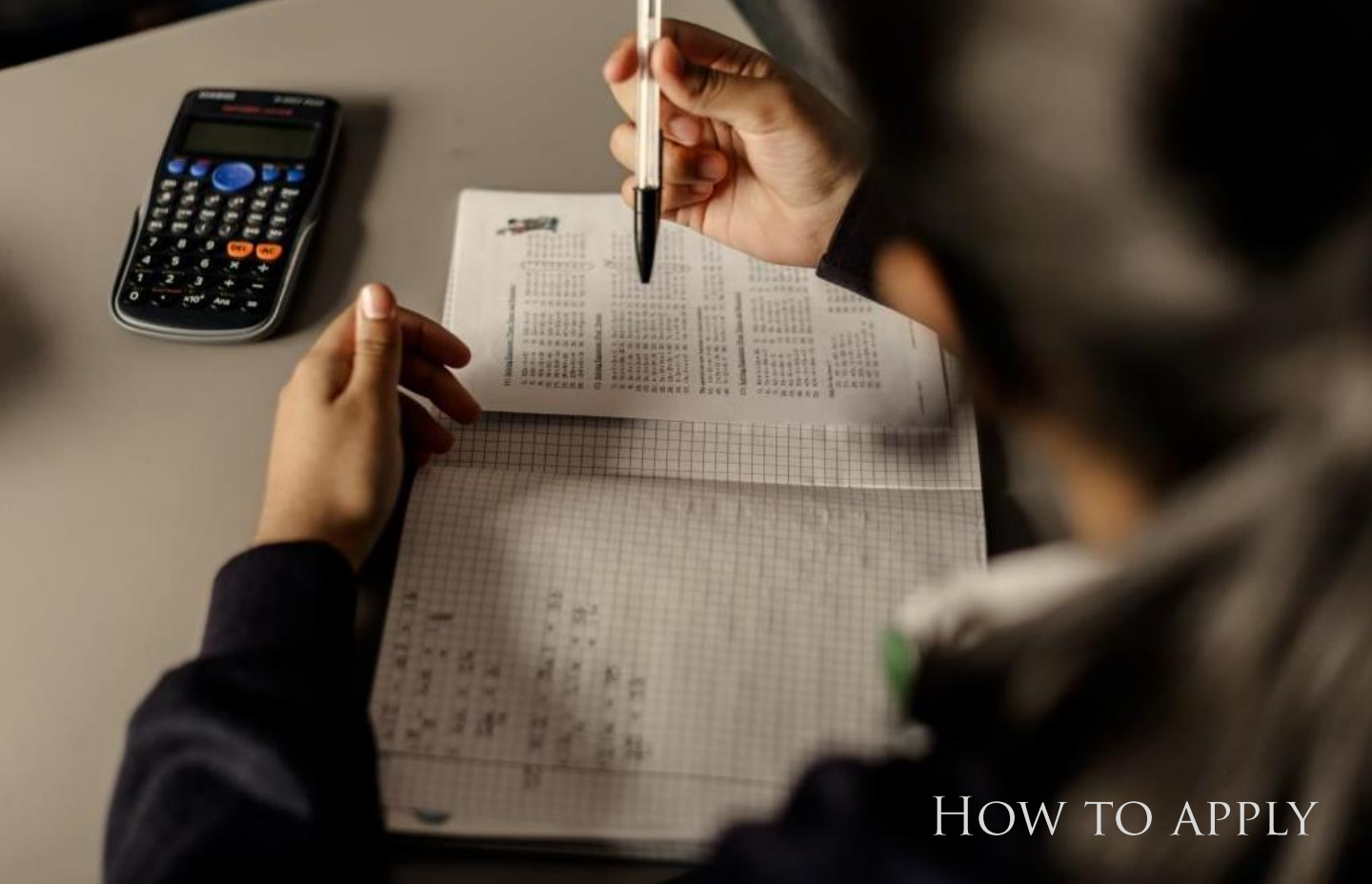
Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **Science Technician (Biology)** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Friday 30<sup>th</sup> May 2025 at 12 noon**. We will contact shortlisted applicants only.

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.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)





THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://WWW.ELLENWILKINSON.EALING.SCH.UK)





INSPIRING  
PASSIONATE  
NURTURING  
SUCCESSFUL  
CREATIVE

## A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +1.0

## SCIENCE TECHNICIAN (BIOLOGY)

37.5 hours per week, term time only plus an additional 10 days per year, FT

Salary: Scale 5, Point 12 (£31,056 approx. inclusive of allowances)

This post has a probationary period of six months

We are seeking to recruit an outstanding and motivated **Science Technician** to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

**The Closing Date for the post is Friday 30<sup>th</sup> May at 12 noon.**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies) or by contacting +44 (0)208 752 1525

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.