



Sutton Coldfield Grammar School for Girls

Application Pack for Science Technician

Start date: **November 2025**

Closing date for applications: **9.30 am on Tuesday 7th October 2025**

Interviews to be held: **Thursday 9th October 2025**

Permanent Post, 30 hours/week, term-time only
8.30 am – 3.00 pm, Monday to Friday

Full-time equivalent salary range: £25,583 - £26,824
Actual salary range: £18,465 - £19,810
(*dependent on skills and experience*)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

Tel: 0121 354 1479 | email: recruitment@suttcold.bham.sch.uk
www.suttcold.bham.sch.uk | facebook.com/suttcold | x.com/suttcold

Dear colleague,

Thank you for your interest in this post. Following the impending retirement of a member of our Science Technician team after an incredible 26 years' service to Sutton Girls, we are seeking a conscientious, flexible and skilled science technician to support our science teaching departments. The post will be 30 hours per week, term-time only, working from 8.30 am until 3.00 pm each day. The role may be suitable for applicants with experience of working in a science laboratory, either within or outside of a school environment for example, or applicants embarking on a science-based career, keen to apply their passion for Chemistry and / or Biology in particular within an educational environment.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,235 students in the school, including 338 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the most recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Borneo and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being.

This link to our [Summer Term Newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



The Science Department

Excellent teaching is at the heart of successful learning in Science at Sutton Girls. We aim to create an environment which develops our students' resilience and growth mindset, while maintaining outstanding levels of attainment and progress. Practical work is highly valued across the science departments and integrated into all topics, proficiently supported by our team of three science technicians.

All departments are very well resourced with projectors and visualisers in each laboratory. There are banks of shared laptops and iPads which are bookable for use in lessons. In Year 7, students are taught Science by one teacher, with Biology, Chemistry and Physics topics rotating through the year. From Year 8 onwards, students study the three sciences separately. All students study Physics, Biology and Chemistry to at least GCSE and are entered for the AQA examinations for all three sciences.

The sciences are amongst our most popular subjects in the Sixth Form. At A-Level, students are entered for AQA Chemistry, OCR Biology and Edexcel Physics. Many students progress to degree-level study in STEM (Science, Technology, Engineering and Mathematics), subjects at a range of universities.

A-Level Chemisty results

		Percentage of students achieving grades					
Entries		A*	A* - A	A* - B	A* - C	A* - D	A* - E
2025	82	15	35	56	83	95	100
2024	73	15	36	55	81	96	99

GCSE Chemistry results

		Percentage of students achieving grades					
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5	Grades 9 - 4
2025	177	39	64	81	90	95	100
2024	179	45	70	88	95	99	99

A-Level Biology results

		Percentage of students achieving grades					
Entries		A*	A* - A	A* - B	A* - C	A* - D	A* - E
2025	82	19	54	74	96	100	100
2024	83	17	48	64	89	99	100

GCSE Biology results

		Percentage of students achieving grades					
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5	Grades 9 - 4
2025	178	44	65	84	94	99	100
2024	179	45	68	85	94	99	100

A-Level Physics results

		Percentage of students achieving grades				
Entries		A*	A* - A	A* - B	A*- C	A* - D
2025	82	15	35	56	83	95
2024	73	15	36	55	81	96

GCSE Physics results

		Percentage of students achieving grades					
Entries		Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5	Grades 9 - 4
2025	178	45	69	79	93	100	100
2024	179	44	70	85	96	98	100



Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Responsible to: Senior Science Technician

Job Purpose

- To provide support to the teaching staff within the Science Departments

Duties and Responsibilities:

Coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching and support staff outside the department. This will include:

- Preparing resources and assembling apparatus
- Obtaining materials
- Giving technical advice to teachers, technicians and students
- Carrying out risk assessments for technician activities
- Assisting in practical classes and carrying out demonstrations.

Ensure the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
- Keeping up to date with current procedures and practices through continuing professional development
- Providing technical advice on health and safety issues to teaching and support staff
- Safe treating and disposing of used materials, including hazardous substances and responding to actual or potential hazards
- Ensuring the safe storage and accessibility of equipment and materials.

Contribute to the design, development and maintenance of specialist resources, including constructing and modifying apparatus.

Support the Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising with suppliers and finance departments. This will include costing and suggesting economic alternatives to maintain stock levels and keeping up-to-date stock records.

Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. This will include:

- collecting, checking and returning equipment to stores
- cleaning and tidying workplaces and preparation areas
- cleaning and repair of equipment

General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation.



Person Specification

Experience	<ul style="list-style-type: none"> • Experience of working in a team. • Experience of working in a laboratory, preferably in an educational establishment, desirable but not essential. • Experience of working in a school environment desirable but not essential.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner. • Ability to undertake a range of practical tasks. • Effective interpersonal skills and the ability to communicate clearly with students and staff. • Ability to develop and maintain efficient record keeping systems. • Ability to demonstrate a clear commitment to develop and learn in the role. • The ability to remain calm under pressure and meet deadlines. • The ability to work effectively and supportively as a member of a team and have the initiative to work alone and proactively. • Personal integrity, honesty and sound judgement. • Flexible approach to work, with a keenness to be involved in activities which enhance the science technician service. • Ability to use Microsoft office and other IT applications confidently.
Qualifications and Knowledge	<ul style="list-style-type: none"> • A good standard of general education, including GCSEs at Grade C (or equivalent) in Maths, English and one Science subject. • A sound understanding of the principles of confidentiality, safeguarding and child protection. • Knowledge and understanding of health and safety, particularly in the context of working in a school science department. • Understanding of safe working practices in relation to the handling and usage of hazardous equipment and tools.
Training	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.

How to apply

To apply for the post of Science Technician at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to recruitment@suttcold.bham.sch.uk, and for the attention of Dr Barbara Minards, Headteacher.

Deadline for Applications: 9.30 am on Tuesday 7th October 2025.

Interviews will be held on Thursday 9th October 2025

If you would like to arrange an informal visit prior to the application deadline, or require clarification on any matters regarding this vacancy, please email our HR team at recruitment@suttcold.bham.sch.uk.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



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.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Samantha Hart
Mrs Lisa Neal
Mrs Meg Mahoney
Miss Rebecca Pegg
Dr Barbara Minards

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.

