

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



SENIOR SCIENCE TECHNICIAN WITH CHEMISTRY SPECIALISM INFORMATION PACK

Permanent Vacancy

36 hours per week, 52 weeks per year

Salary – Scale 4, spinal point 7 – 11

circa £29,651 – £31,448 (inclusive of Outer London Weighting)

Required as soon as possible

Closing date: noon on Friday 9th October 2026

Interviews: w/c 12th October 2026



We 'ARE' Preston Manor School
Ambition | Responsibility | Excellence



Welcome to Preston Manor School

I am proud to lead our wonderful all-through school as we continue our journey, making every young person's school experience memorable by striving for excellence.

Our school is a vibrant, happy school where our young people join us in Reception and can stay with us all the way through until the end of Year 13. It is truly a unique experience that we have to offer and one that is centred on our strong partnership with our students and their families, realising each individual's potential.

Our school is part of our community - and our community shares the pride that we have in our performance. We have consistently high performance in our public examinations as well as providing many opportunities outside the classroom to develop and nurture our young people as we prepare them for 21st Century society.

We are an inclusive school where every individual is valued and diversity is celebrated. We are committed to equality of opportunity, and we are rightly proud of our caring and nurturing ethos. Visitors to our school always comment on how warm, friendly and welcoming our school is.

At Preston Manor we seek to provide an education that enables our students to gain university places of their choice, the desire to continue lifelong learning, the skills needed to be successful in the workplace, and the ability to be emotionally aware. It is our ambition for students to leave us well-prepared to be an active citizen of both today and the future.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to successfully complete the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

Preston Manor School

Established in 1938, Preston Manor School is a thriving, inclusive all-through school serving its local community. It operates across two sites, with a Lower School (Reception to Year 6) and an Upper School (Year 7 to Sixth Form), supporting students throughout their entire educational journey.

The school has a committed staff and Governing Body alongside a supportive parent body. The school is known for strong academic performance, consistently exceeding national averages, and for its commitment to developing well-rounded individuals. With extensive outdoor space, students benefit from both academic and outdoor learning opportunities.

At its core, the school promotes three key values:

1. **Ambition** – encouraging students to aim high
2. **Responsibility** – fostering accountability for self and others
3. **Excellence** – striving for the best outcomes for everyone

The role

We are looking to appoint a proactive and highly organised Senior Science Technician to support the effective delivery of practical Science across KS3 to KS5, with particular expertise in Chemistry.

As a Senior Science Technician, you will play a key role in supporting the Science department by preparing practical equipment, materials and resources, ensuring laboratories are well organised and maintained, and enabling practical work to be carried out safely and effectively. You will support the day-to-day organisation of the Science preparation areas and laboratories, including stock control, ordering, equipment maintenance, chemical storage, and health and safety procedures, in line with CLEAPSS guidance and school policies. Working closely with teaching staff and the technician team, you will help to support engaging, high-quality practical Science across the curriculum.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Application Process

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email **hadmin@preston-manor.com** or download the pack from our website at **<https://www.preston-manor.com>**

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE

Under the overall direction of the Team Leader Science Technicians, to coordinate the effective use of practical resources, equipment and laboratory facilities and provide high-quality technical assistance, advice and guidance to support the practical requirements of the Science curriculum across KS3 to KS5. The postholder will work closely with teaching staff, the Science technician team and relevant support staff across the school, with particular responsibility for supporting Chemistry practical work.

This member of staff will be responsible for:

Ensuring and promoting the maintenance of a healthy and safe working environment through:

- Actively contributing to the assessment, monitoring and review of health and safety procedures, risk assessments and associated information and resources.
- Keeping up to date with current procedures, legislation, CLEAPSS guidance and good practice through appropriate continuing professional development.
- Providing technical advice and support on health and safety matters to teaching and technical staff.
- Ensuring the safe handling, treatment and disposal of used materials, including chemicals and hazardous substances, and responding appropriately to actual or potential hazards.
- Ensuring the safe and appropriate storage, organisation and accessibility of chemicals, equipment and materials.

Assisting the Team Leader Science Technicians with the day-to-day organisation, supervision and development of technical staff to ensure that high standards of technical support are maintained across the Science department.

Contributing to the design, development and maintenance of specialist resources and longer-term projects, and providing professional technical guidance, assistance and support to students and teachers in relation to the practical aspects of the Science curriculum across KS3, KS4 and KS5.

Supporting the Team Leader Science Technicians in ensuring the availability of suitable materials, chemicals and equipment, including compiling orders and liaising with suppliers and the school's Finance Department. This will include sourcing and costing resources, identifying suitable and cost-effective alternatives, maintaining appropriate stock levels and keeping accurate and up-to-date stock records.

Under the overall guidance of the Team Leader Science Technicians, ensuring that routine and non-routine checking, cleaning, maintenance, calibration, testing and where appropriate, minor repair of equipment are carried out to the required standard.

Deputising for the Team Leader Science Technicians when required and taking a lead role within an agreed specialist or subject area, particularly Chemistry.

MAIN DUTIES

- Preparing practical resources, materials, chemicals and solutions and assembling apparatus to support Science teaching across KS3 to KS5.
- Providing technical advice and guidance to teachers, technicians and students.
- Assisting with practical lessons and, where appropriate, supporting or carrying out practical demonstrations.

- Keeping up to date with health and safety requirements, CLEAPSS guidance and developments in practical Science through appropriate training, professional development and relevant publications.
- Carrying out and contributing to risk assessments relating to technician activities and practical Science.
- Providing appropriate health and safety advice to technical staff, teachers and students.
- Ensuring the safe handling, storage and disposal of waste materials, chemicals and hazardous substances.
- Carrying out and recording appropriate safety checks, including checks of fume cupboards, pressure vessels, first-aid equipment, electrical equipment and other laboratory safety systems as required.
- Organising, storing and regularly checking the condition, security and appropriate labelling of chemicals, equipment and practical resources.
- Attending Science department and technician meetings as required.
- Supporting the induction, organisation and supervision of new and trainee technicians as required.
- Providing appropriate support, guidance and training for trainee and less experienced technicians.
- Taking a lead role within an agreed specialist subject area, particularly Chemistry, and supporting practical work through to A-level where appropriate.
- Assisting the Team Leader Science Technicians with the organisation of the technician team and contributing to the monitoring and development of performance, including appraisal where appropriate.
- Supporting the Team Leader Science Technicians and Head of Science with the recruitment, induction and development of technician staff where required.
- Supporting the organisation and distribution of practical preparation and technician cover in response to staff absence and changing departmental requirements.
- Taking an active role in ensuring that laboratories, preparation rooms and associated Science areas are maintained to a high standard. This includes monitoring the condition of work surfaces, drainage systems, storage cupboards, fixtures and laboratory facilities, and reporting repairs or concerns promptly to the appropriate Site Manager, Team Leader Science Technicians and Head of Science.
- Supporting the Team Leader Science Technicians in monitoring laboratory standards across the department and ensuring that agreed expectations are consistently maintained by the technician team.
- Designing, constructing, adapting and modifying apparatus and practical resources where required.
- Setting up, maintaining and caring for appropriate plant and biological materials required for practical work.
- Preparing standard solutions, reagents and other materials required for practical Science, including the safe treatment and disposal of chemicals and waste.
- Monitoring stock levels and supporting the ordering and replenishment of chemicals, equipment and consumable resources.
- Maintaining accurate and up-to-date stock records and inventories.
- Maintaining practical resources and ensuring they are organised and readily available for teaching.
- Completing orders in accordance with the procedures and financial regulations set out by the school's Finance Department.
- Collecting, checking, distributing and returning equipment and resources to the appropriate storage areas.
- Carrying out appropriate laboratory cleaning of bench surfaces, fixed equipment and specialist practical areas.
- Carrying out routine cleaning, maintenance and minor repair of equipment within the scope of the role.
- Supporting the Team Leader Science Technicians and teaching staff to ensure that practical activities are prepared accurately, safely and in sufficient time for lessons.

- Contributing to the continued development of high-quality practical Science across the department.

Responsibility for resources

To be responsible for the appropriate use, security and safekeeping of equipment, chemicals, laboratory resources, keys, passes and other school property associated with the role.

To support the effective management of Science resources, ensuring that equipment and materials are appropriately maintained, stored, recorded and used in accordance with relevant health and safety requirements, CLEAPSS guidance and school procedures.

Additional responsibilities

- Attend school-based and external INSET, training and professional development as appropriate to develop professional skills and remain up to date with developments in practical Science, laboratory management, health and safety and education.
- Contribute positively to the wider work and ethos of the Science department and the school.
- Undertake other reasonable duties appropriate to the level and nature of the post as directed by the Team Leader Science Technicians and/or Head of Science.

Experience and Knowledge

- Experience of working within a Science laboratory, school Science department or similar technical environment.
- Knowledge and practical understanding of relevant health and safety requirements and safe laboratory working practices.
- Knowledge of, or willingness to develop a strong working knowledge of, CLEAPSS guidance and procedures.
- Experience of preparing equipment, chemicals, materials and resources for practical Science.
- Knowledge and/or experience of supporting practical work in Chemistry, ideally including practical work at KS5/A-level.
- An understanding of appropriate procedures for the storage, handling and disposal of chemicals and hazardous materials.
- Experience of stock control, ordering and maintaining accurate records.
- Knowledge and understanding of safeguarding responsibilities and General Data Protection Regulations relevant to working within a school environment.
- Experience of supporting, supervising or developing colleagues would be desirable.
- Experience of working effectively within a busy, fast-paced environment with competing priorities.

Abilities, Skills and Attributes

- Ability to build and maintain positive and professional working relationships with students, teaching staff, technical staff and colleagues across the school.
- Ability to work effectively as part of a team while also working independently and using initiative.
- Strong practical and technical skills, with the ability to prepare and support a wide range of Science practical activities safely and accurately.
- Ability to provide clear and appropriate technical advice and guidance to teaching and technical staff.
- Ability to support, guide and develop less experienced members of the technician team.
- Demonstrate discretion, professionalism, tact and diplomacy.
- Show initiative, drive and a commitment to maintaining and improving standards within the Science department.

- Be a proactive and creative problem-solver with the ability to anticipate practical and resource requirements.
- Excellent administrative, organisational and time-management skills, with strong attention to detail and the ability to prioritise workload effectively.
- Ability to maintain accurate records relating to stock, equipment, orders, safety checks and other technical requirements.
- Ability to work effectively in an environment with frequent interruptions, changing priorities and competing demands.
- Ability to work under pressure and meet deadlines while maintaining accuracy, safety and high professional standards.
- A commitment to safeguarding, equality, inclusion and the wider values and ethos of the school.

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

SAFEGUARDING / CHILD PROTECTION

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Good written and spoken English - GCSE Grade A*-C/Grade 4-9 or equivalent.
- Numeracy and mathematical skills appropriate to the requirements of the role - GCSE Grade A*-C/Grade 4-9 or equivalent.

Desirable

- Evidence of relevant continuing professional development, including opportunities to develop leadership and/or technical skills.
- Relevant Science, laboratory or technical qualification.

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working as a Science Technician, with experience or a specialism in Chemistry.
- Good knowledge and understanding of health and safety requirements and safe working practices within a secondary school Science environment.
- Good knowledge and understanding of CLEAPSS guidance and its application within school Science laboratories.
- Good knowledge and understanding of the school and department's health and safety procedures and the ability to apply relevant policies consistently.
- Experience of preparing practical equipment, chemicals, materials and resources to support Science teaching.
- Experience of supporting practical Science across KS3 and KS4.

Desirable

- Experience of supporting practical Science at KS5/A-level, particularly in Chemistry.
- Proven experience of leading, supervising or coordinating members of a Science technical team.
- Experience of monitoring and supporting staff performance.
- Experience of training, mentoring or developing technical staff.
- Experience of taking a lead role within a specialist Science subject or technical area.
- Experience of stock control, ordering and managing Science resources.

SKILLS AND ABILITY

Essential

- Ability to absorb, understand and apply a wide range of information relevant to the effective operation of the Science department and wider school.
- Ability to exemplify effective practice in providing high-quality technical support to teaching staff.
- Provide appropriate technical advice and guidance to teaching and technical staff.
- Build and maintain positive and professional working relationships with students and colleagues.
- Strong organisational and time-management skills, with the ability to meet deadlines.
- Work independently, use initiative and prioritise effectively between competing demands.

- Work effectively and collaboratively as part of a team.
- Good communication and interpersonal skills.
- Work safely, accurately and methodically when preparing practical activities, chemicals and equipment.
- Ability to problem-solve and respond effectively to changing practical and departmental requirements.

Desirable

- Confident and competent in the use of ICT and relevant digital systems.
- Ability to train, support and develop others in providing high-quality technical support to teaching staff.
- Ability to coordinate the work of others and deputise for the Team Leader Technician when required.

EQUAL OPPORTUNITIES

Essential

- Commitment to and contribution towards the school's policies, values and ethos.
- Commitment to promoting equality of opportunity, inclusion and respect for all members of the school community.