



EDGBASTON HIGH SCHOOL

SENIOR SCIENCE  
TECHNICIAN

For September 2024



**EDGBASTON**  
HIGH SCHOOL

## INFORMATION FOR APPLICANTS

### History

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The school is very pleasantly situated next to the Botanical Gardens, 1½ miles from the city centre. There are over 870 girls aged 2½ to 18 divided into four phases working together on one site. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

### Modern and Ambitious

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

Edgbaston High School is proud of its high academic standards, its pastoral care, and the wealth of co-curricular opportunities the school provides. Key to this success are the staff that work here. We employ a wide range of staff in addition to our well-qualified and experienced Teachers, Estates, Finance, IT, Human Resources, Specialists Technicians, Early Years Practitioners and many others.

### Pupils

Edgbaston High School has approximately 870 girls aged from 2½ to 18 years old, divided into Pre-Prep, Preparatory, Senior and Sixth Form phases. Around 500 of these are in the Senior school. Edgbaston High School attracts girls both from the immediate neighbourhood and across the West Midlands, attracted by the high academic standards, the lively programme of co-curricular activities and the individual attention and flexibility of our approach.





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## **Professional Reward and Development**

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in;

- A competitive salary
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Well-resourced departments

## **Benefits**

- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- There is a generous fee remission for the children of staff who might want to attend EHS.
- Free access to the Botanical gardens for yourself and your family

## **Health and Wellbeing**

Your health and wellbeing are important to us and we offer;

- Free use of the school's Gym at agreed times
- Free use of the school's swimming pool at agreed times
- Access to our onsite counsellor
- A supportive network of experienced Head of Departments, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

## **Ethos**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be; empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



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## **Diversity**

Diversity and inclusion are central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits that this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio-economic background.





## **Senior Science Technician Job Description**

**Title of Job:** Science Technician

**Relationships:** Responsible to: Heads of Science/Senior Technician

**Purpose of Job:** To ensure that equipment, apparatus and materials are available to support the teaching of academic staff

**Supervision required:** The job holder is expected to carry out duties with the minimum amount of supervision from line managers. The job holder should be suitably qualified and experienced so that the tasks required may be carried out without direct supervision.

**Work complexity:** Much of the work involved is regular and routine. The job holder's normal duties will entail working alone or with other technicians, but the job holder will also need to communicate with both teaching staff and pupils.

**Working Hours:** Full time (52 weeks) 8:15am – 4:15pm (half hour lunch break)

### **Principal Duties**

- To ensure from the laboratory order of the teaching staff that the necessary equipment, apparatus and materials are set up and available including setting up computers and data logging equipment.
- To promptly clear away, clean and store safely equipment, apparatus and materials in a convenient location.
- To maintain the Science laboratories and prep rooms in a clean, tidy and safe manner, as necessary.
- To care for and maintain the apparatus and the laboratories, including safety and fire equipment, to ensure that they are safe and operate correctly.
- To ensure an adequate supply and stock of consumable material, laboratory equipment, books and stationery.
- To comply with the Health and Safety procedures and to advise staff and students on best practice when appropriate.
- To ensure that chemicals and biological materials are stored in accordance with safety guidance.
- To dispose of biological materials, chemicals, broken glassware and other hazardous materials in a safe and appropriate way.



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- To ensure the safe upkeep of the Chemical store as Directed by the Head of Chemistry and to ensure that the chemical store is kept locked when not in use.
- To ensure an adequate supply and stock of consumable material, laboratory equipment, books and stationery and to use current systems to record purchases and monitor usage.
- To carry out an annual stock take in the Christmas or Easter holidays in co-operation with the other technicians so that stock orders can be made in the summer term
- To review and update the Health and Safety policy and practice in the Science Department following consultation with the Head of Department and to keep the Health and Safety records information up to date.
- To clean up and make safe spills, breakages and related incidents that require careful handling.
- To assist with practical tasks in lessons by agreement with the teacher / Head of Department.
- To assist with the organisation and distribution of Science Department textbooks, and in maintaining computer records of equipment, consumables and textbooks.
- To attend department meetings when requested by the Head of Department and to carry out actions as necessary.
- During the school holidays and other school closures to carry out specific tasks as instructed by the Head of Biology, Head of Chemistry, Head of Physics or Senior Technician.
- To develop new experiments, demonstrations and other teaching resources as requested by teaching staff.
- To assist with display material and exhibitions for open Days within the Science Department.
- To carry out any other tasks at the reasonable request of the Head of Biology, the Head of Chemistry, the Head of Physics or Senior Technician and any other appropriate duties as requested by the Headmistress.
- To maintain an up-to-date record of electrical equipment in the laboratories
- To PAT test new electrical equipment (training will be provided, if necessary)
- To ensure that the appropriate equipment and consumables are available to carry out the electrical testing and that the applicant testers are calibrated on an annual basis.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## HOW TO APPLY

Applications, addressed to Mrs Clare Macro, should include the completed application form, a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Application forms, covering letters and CVs should be submitted to the HR & Compliance Officer:  
[mahmoodm@edgbastonhigh.co.uk](mailto:mahmoodm@edgbastonhigh.co.uk)

If candidates prefer to send their application by post, it should be addressed to:

**Meahwish Mahmood**  
**HR & Compliance Officer**  
**Edgbaston High School for Girls**  
**Westbourne Road**  
**Edgbaston**  
**Birmingham**  
**B15 3TS**

The closing date for applications is **12 noon on 8<sup>th</sup> May 2024.**

Interviews will take place at Edgbaston High School for Girls **W/C 13<sup>th</sup> May 2024.**