

Job Description

Job Title:	Science Technician - Chemistry
Hours of Work:	38 hours (37 weeks)
Department:	Science - Chemistry
Job Grade:	6
Accountable to:	Head of Chemistry
Number of direct reports:	Assistant Technicians within the Department
Budgetary responsibility:	N/A
Location:	Stowe School
Purpose of the role:	To provide technical support for the teaching staff and to be responsible for the team of technicians and provision of equipment for practical work within the department.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

The Chemistry Department

The Chemistry Department is housed in six purpose-built laboratories on the second floor of the science department and consists of six teaching laboratories, six lecture rooms, central storeroom, technician's area and chemical store. There are eight teaching staff who deliver the Chemistry components of dual and triple award science, together with A/S and A2 Chemistry. The entire lower school (years 9-11) does Chemistry through to GCSE and some 60 year 12 and 13 students study the A Level courses. The technician plus three assistant technicians complete the team, and the department is extremely well equipped. Emphasis is placed on practical work and the judicious use of ICT to promote learning, including computer projection and smartboards.

Key Responsibilities and Accountabilities:

- To prepare and set out apparatus, chemicals and specimens for practical work and demonstrations.
- To be responsible for the development and training of assistant technical staff in the Chemistry Department.
- To be responsible for ensuring safe working practice by assistant technical staff in the Chemistry Department, and check or carry out risk assessments.

Key Tasks:

- To assist with the preparation, setting out, clearing and cleaning of apparatus and chemicals or specimens for practical work and demonstrations.
- To set up apparatus for class practical work.
- To provide technical support for staff and students.
- To maintain and care for stock, equipment, fabric and furnishing, including periodic valuation of their relevance and safety.
- To undertake periodic safety checks on equipment and materials used to ensure that they comply with Health & Safety Regulations and Requirements.
- To buy equipment and consumables as directed by the Head of Department.
- To maintain an inventory of all equipment in the stores and keeping it updated.
- To carry out risk assessments of technician activities.
- To keeping health and safety records and ensure hazard cards are provided with apparatus.
- To keep up to date with current information concerning safety and hazardous apparatus.
- To direct the Assistant Technician.

- To ensure laboratories are kept tidy and clean.
- To assist teaching staff in supply of apparatus for new experiments.
- To assist students with apparatus for project work.
- To assist academic staff in producing work sheets, scanning and photocopying.
- To attend departmental meetings when needed.
- To perform any additional duties as may reasonably be assigned to the Technician from time to time by the Head of Department.
- To participate in staff development and performance review activities to keep knowledge and skills up to date as necessary.
- To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.
- To assist the head of department with balancing the annual budget. Keeping on top of expenditure by liaising with the school shop for pupil billing and budget recharges.
- To provide technical cover for Science events that happen outside normal hours (eg Stowe Taster days or prep school events often involve out of hours set up and clearing away)
- To undertake the safeguarding induction in relation to the KCSIE document guidelines as required by the school.

Safety

It is the responsibility for the Technician to ensure that in the carrying out of his/her daily duties that the Laboratory Assistant is not exposed to any unnecessary risk from hazardous chemicals or apparatus or biological hazards and know that remedial measures to take in the case of spillage.

Teaching staff should not ask Assistants to carry out tasks involving hazardous chemicals.

Hours

Variable depending on the needs of the department.

Typically - Monday, Tuesday, Wednesday, Thursday, Friday	8.00 am – 3.30pm
Saturday,	8.00 am - 12.30 pm

For a 37-week period. 38 hours per week. There is one afternoon off per week.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Science • GCSE Maths 	<ul style="list-style-type: none"> • Health and Safety training or qualifications
Specialist Skills and Experience	<ul style="list-style-type: none"> • Sound educational background in science • Appropriate training or experience in laboratory work or a willingness and aptitude to be trained • Knowledge of safe laboratory practice • Comfortable with biological specimens e.g. fresh hearts, and live animals and insects. • Knowledge of Health and Safety issues in practice 	<ul style="list-style-type: none"> • Experience of working in a laboratory • Experience of working in a school environment • Good ICT skills with Microsoft word and Excel • First Aid trained (training will be given)
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to work well individually and as part of a team • High level of motivation, with ability to work in a busy environment • Ability to take responsibility and show initiative • Excellent organisational skills 	<ul style="list-style-type: none"> • Interest in Science • Flexible • Keen to learn
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: May 2025		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Chemistry Technician we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5