



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**SENIOR SCIENCE
TECHNICIAN
IMMEDIATE START**

www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 3–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 3 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Senior Science Technician
TYPE OF POST	Full-Time, Term Time Only
GRADE	£31,270.92 – £35,500.89 per annum FTE (£23,817 – £27,038 per annum pro rata), based on 39.6 weeks per annum
START DATE	Immediate Start

POST & DEPARTMENT

Department	The department is friendly and forward-looking, aiming to constantly improve the pupils' experience of Science. The department is housed in a self-contained, two-storey building. There are seven well-equipped teaching laboratories and a multi purpose classroom in addition to a prep room for each sub department. Every teaching room has a multi-media projector and internet/WIFI access. Every member of the teaching staff has an office. Excellent audio-visual and reprographic facilities are available in the department. The department consists of eight graduate teachers (three Biologists, two Chemists and three Physicists), and one full-time technician. The Head of Science (also the Head of Chemistry) has overall responsibility for Science teaching from Years 7 – 13 and she works closely with the Heads of Biology and Physics.
Role	This is an exciting opportunity to join our Science Department as a Senior Science Technician. The role will provide a varied and hands-on contribution to the effective running of the department, supporting teaching and learning through the preparation of practical lessons, management of laboratory resources and equipment, and ensuring high standards of health and safety. Working closely with the Heads of Biology, Chemistry and Physics and wider Science team, the successful candidate will play an important role in supporting the day-to-day operation and development of the department.

THE ROLE

FUNCTIONS

- Coordinate and oversee the effective use, maintenance and organisation of practical resources, equipment and laboratory facilities across the Science Department, providing technical advice and support to meet the practical requirements of the curriculum.
- Take a lead role in ensuring that practical resources, equipment and facilities are appropriately prepared, maintained and available to support high-quality teaching and learning.
- Oversee the ordering of equipment and consumables and arrange repairs and servicing as required, maintaining accurate financial and stock records in accordance with school procedures.
- Support the Head of Science and Heads of Subject in the effective management and development of the department's technical provision, including identifying resource and equipment requirements.
- Provide guidance and support to the Science Technician and contribute to the effective allocation and coordination of technical duties where appropriate.

QUALITIES & SKILLS

- Able to work independently and use initiative, prioritising and managing a varied workload effectively.
- Strong organisational skills, with the ability to coordinate practical requirements across a busy Science Department.
- A high level of technical competence and a sound understanding of laboratory procedures, equipment and health and safety requirements.
- Able to provide appropriate guidance, advice and support to teaching staff, technicians and pupils.
- Able to communicate effectively and build positive working relationships with staff, pupils, parents and members of the wider school community.
- Able to identify and resolve practical and technical issues efficiently and appropriately.
- Committed to continuous improvement and to supporting high standards of teaching, learning and attainment within the school.
- Willing to maintain and develop professional knowledge through relevant CPD, including keeping up to date with CLEAPSS guidance and current legislation.

THE ROLE

KEY RESPONSIBILITIES

- Coordinate the preparation and delivery of practical activities, ensuring appropriate equipment, materials and resources are available for lessons, examinations and departmental activities.
- Oversee the organisation, maintenance, safe storage and effective use of laboratory equipment, resources and facilities.
- Maintain accurate stock and chemical records, ensuring hazardous substances are stored, handled and disposed of safely and in accordance with relevant legislation and CLEAPSS guidance.
- Carry out and coordinate laboratory health and safety checks, identifying issues and arranging appropriate repairs, servicing or remedial action.
- Provide technical advice and support to teaching staff and pupils on practical activities, equipment, chemicals and safe working practices.
- Support the planning and development of practical work, advising on appropriate resources, techniques and health and safety considerations.
- Coordinate the work of Science Technicians, allocating and prioritising tasks to ensure effective technical support across the department.
- Oversee the ordering of equipment, chemicals and consumables, arranging repairs and maintaining appropriate financial and purchasing records.
- Contribute to the development and review of departmental procedures, risk assessments and safe working practices.
- Maintain up-to-date knowledge of relevant legislation, guidance and best practice, including CLEAPSS, and undertake appropriate CPD.
- Support the induction and development of Science Technicians and other relevant staff as required.
- Contribute to the wider life of the school and undertake other reasonable duties appropriate to the level of the post.



PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	• Good level of general education, including a science subject at GCSE level, with good numeracy and literacy skills. • Relevant laboratory or technical experience demonstrating competence in a school, educational or similar laboratory environment.	• Relevant CLEAPSS or laboratory health and safety training. • First Aid Qualification
SKILLS & EXPERIENCE	• Substantial experience working in a laboratory or science technician environment, with a sound understanding of practical science. • Strong knowledge of laboratory equipment, chemicals, practical techniques and their safe use. • Ability to coordinate and prioritise practical requirements across a busy Science Department. • Strong understanding of laboratory health and safety, including chemical handling, storage and disposal, risk assessment and emergency procedures. • Ability to provide effective technical advice and guidance to teaching staff and pupils. • Ability to identify and resolve technical issues and arrange appropriate maintenance, repair or replacement of equipment. • Good organisational skills, with the ability to maintain accurate records and manage stock, equipment and resources effectively. • Ability to work independently, use initiative and take responsibility for ensuring high standards of technical provision.	• Experience working within an educational or school science environment. • Experience coordinating or supervising the work of other technicians. • Experience supporting GCSE and A Level practical science. • Experience managing laboratory stock, resources and expenditure. • Knowledge and experience of CLEAPSS guidance and current laboratory legislation.
PERSONAL QUALITIES	• Excellent organisational and communication skills. • Able to work independently, use initiative and prioritise effectively. • Proactive, reliable, flexible and hardworking. • Able to build positive working relationships with staff and pupils. • Committed to high standards of health, safety and professional practice. • Willing to support and share knowledge with colleagues. • Committed to continuous professional development. • Commitment to safeguarding and promoting the welfare of children and young people.	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am Thursday 24th September 2026.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

