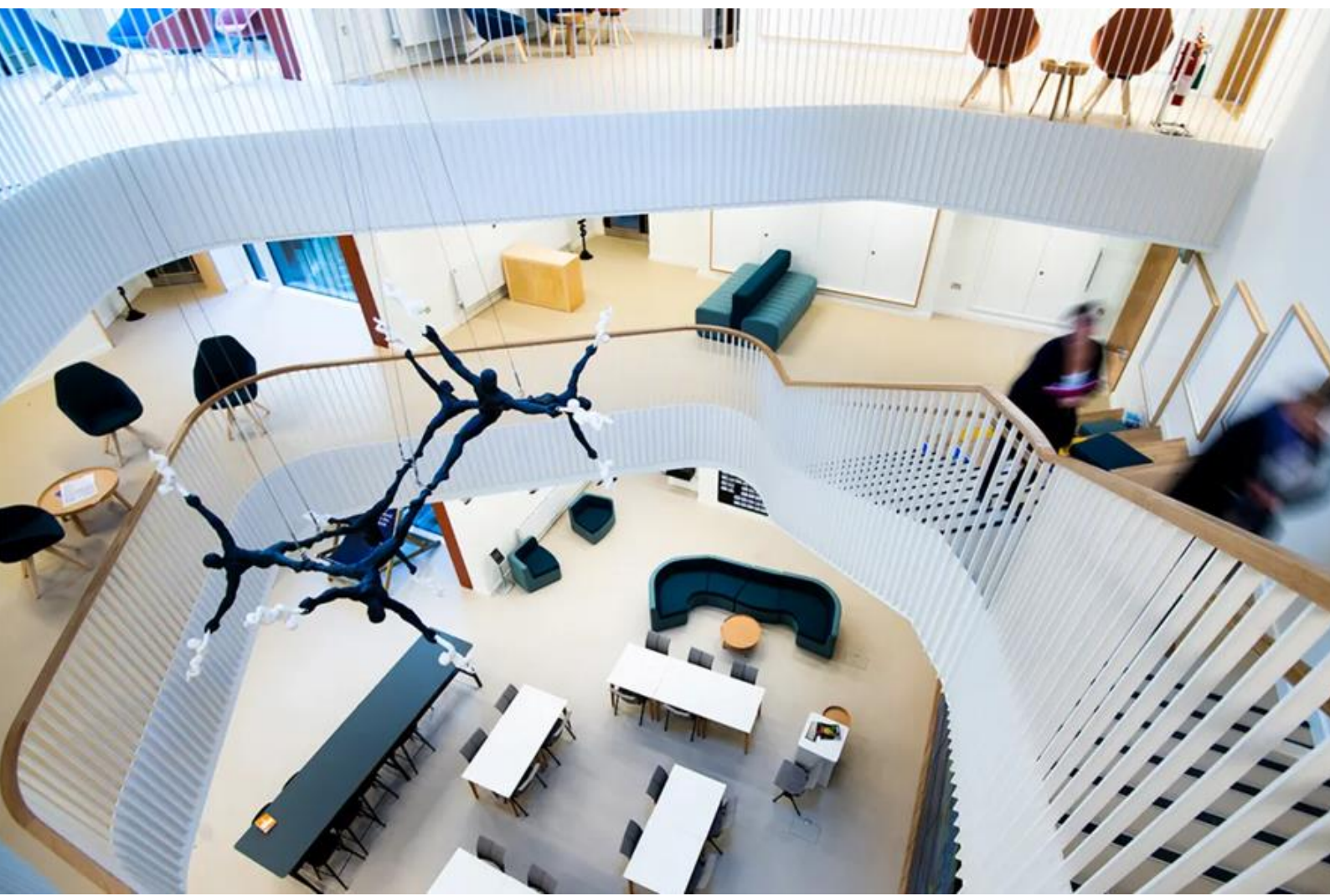




TONBRIDGE  
SCHOOL

# SCIENCE TECHNICIAN – CHEMISTRY

Part time, Term time from September 26



## THE DEPARTMENT AND POST

The Science Department is a dynamic and well-equipped environment dedicated to delivering engaging and practical science education. With a strong focus on hands-on learning, the department plays a key role in fostering curiosity and scientific understanding among pupils across all year groups.

As a Science Technician, you will be an integral part of the team, supporting the delivery of high-quality lessons by preparing and maintaining laboratory equipment, materials, and resources. Working closely with teaching staff, you will ensure that practical experiments run smoothly, safely, and effectively. Your role will also involve assisting with demonstrations, managing stock levels, maintaining laboratory spaces, and staying up to date with health and safety protocols.

This is a fantastic opportunity to contribute to an inspiring learning environment, where your expertise and enthusiasm for science will help shape pupils' educational experiences.



## JOB DESCRIPTION

<b>Job Title:</b>	Science Technician - Chemistry
<b>Primary line of report:</b>	Head of Chemistry
<b>Secondary line of report</b>	Head of Science
<b>Main Purpose:</b>	<p>To support teaching staff by preparing practical science-based lessons for the lower and upper school as and when required.</p> <p>Providing technician support for the Biology and Physics Departments to ensure comprehensive cover throughout the Science Department.</p> <p>The team works closely with members of the teaching staff in the Health and Safety and storage of materials and science equipment.</p>

### MAIN DUTIES

- To prepare, set out and clear away apparatus, chemicals, and textbooks, IT and audiovisual resources for classes.
- To assemble, make and repair equipment, within areas of expertise.
- To prepare experiments and demonstrations, including making up solutions.
- To ensure equipment is serviceable, and ready for use in lessons.
- To service the laboratories and other practical areas in the departments, maintaining class sets of equipment and tidy work surfaces in each laboratory.
- To assist with PAT testing and equipment restocking if appropriate.
- To ensure effective stock keeping and advising the Head of Chemistry of any stock replenishments.
- To prepare requirements for individual projects and / or practical examinations and assist with practical activities in class, talks and demonstrations when required.
- To assist and advise staff and students with their apparatus needs.
- To assist teaching staff in the preparation of documents for lessons, e.g. arranging printing through the Print & Design Department.
- To assist teaching staff in the preparation of documents requirements for lessons, e.g. worksheets, practical instructions.
- To remove and safely dispose of broken equipment where necessary.
- To assist with the function of department in broad terms. e.g. preparing exam papers, Novi visits, open days, outreach, community day and occasional trips.
- To check inventories of equipment and maintain records.
- To follow safety procedures within the relevant guidance and keeping up to date e.g., through CLEAPSS advice and information.
- To input and process departmental data, using the School's system and Excel.
- To assist teaching staff in the preparation of departmental displays.
- To attend appropriate training courses and keep updated with technical developments, as part of professional development.
- To assist other Science Technicians in Biology and Physics as required.
- To carry out photocopying, filing and any other general office tasks appropriate to the department when necessary.
- To maintain the department's first aid equipment and knowledge of appropriate use.
- To order equipment from approved suppliers when requested.
- To undertake any other duties as requested by your Line Manager or the HoD.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

## CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

## PERSON SPECIFICATION

### SKILLS AND ABILITIES

- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams, Firefly etc.).
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff and pupils in a professional and friendly manner.
- Ability to multitask and prioritise tasks to cope with the multifaceted nature of the job, work under pressure and achieve deadlines.
- Commitment to excellence, and strong attention to detail and accuracy.
- Proven organisational skills and a 'can do' attitude.
- Team player with willingness to support others in their roles.
- Efficient, well organised, with a flexible and professional approach.
- Self-motivated with the ability to work on own initiative.

### EXPERIENCE AND QUALIFICATIONS

- Knowledge and experience of Health and Safety, COSHH regulations and CLEAPSS.
- Practical knowledge and experience of science in a School laboratory environment.
- Experience of setting up Chemistry, Biology, or Physics practicals and demonstrations.
- A-level or equivalent science qualifications would be an advantage.
- RSciTech desirable but not essential.

### HOURS OF WORK

This is a part time, term time role, working 20 hours per week for a total of 37 weeks (34 in term time plus one week per term).

Monday: 8.30am to 5pm  
Wednesday: 8.30am to 5pm  
Friday: 8.30am to 12.30pm

Saturdays: 8.30am to 12.30pm (up to 10 Saturdays across the School year).

**There is a 30-minute lunch break on full working days.**

The start date for this role will be September 2026.

### REMUNERATION AND BENEFITS

Competitive salary dependant on qualifications, skills and experience, and according to the School's Science Technicians' pay scale.

Generous benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking

- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service**

## APPLICATION PROCESS

### SUBMITTING AN APPLICATION

Full details and an application pack may be found at <http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

**hrdept@tonbridge-school.org 01732 365555**

**Closing Date: Monday 20 April 2026 at 10am**

**We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.**

**TONBRIDGE  
ONLY CONNECT**

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**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press