



# **KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS**

*Educational excellence for our City*



## **Senior Lab Technician**

**To start as soon as possible**

Information pack

*Dear Candidate,*

*Thank you for requesting information about our Senior Lab Technician.*

*We are a forward thinking, selective state grammar school with academy status, and belong to the King Edward VI Foundation of schools and Multi Academy Trust. We are incredibly proud to have been named as the Sunday Times State Secondary School for 2025, alongside the State Secondary School for Academic Excellence in the West Midlands, 2025. These accolades are borne out of the dedication of each and every member of our school community: staff, students, governors, parent and carers. This is an inspirational place to work and learn, and we hope you are inspired to consider applying for a position in our school.*

*Aside from our desire for our students to excel academically at KEVI Camp Hill School for Girls, we place great importance on their happiness and the development of them as individuals. By providing a full range of quality experiences both in and outside of the classroom, our students develop confidence, resilience and learn to make healthy choices - all of which helps to prepare them for life beyond school. Every single member of staff and the student body play their part in adding to the history of the school. I am very privileged to lead an outstanding team of colleagues. Their hard work, extensive subject knowledge and commitment to ensuring the academic results are outstanding, enabling our students to make excellent progress as they move through the school.*

*Our challenging, well-structured curriculum is designed with able students in mind and encourages them to develop their intellectual curiosity and use higher level thinking skills. We are extremely proud of the breadth of our Curriculum at all Key Stages and believe it offers students genuine choice. Whilst Maths, Biology and Chemistry are very popular subjects at A Level, we have thriving Arts, Languages and Humanities subjects which are also popular choices for our students. Our extra and supra-curricular offerings are wide and varied and cater to all manner of tastes. Our school House System is weaved through all aspects of school life and is just one example of the way in which we both support students pastorally and also develop student leadership.*

*A major strength of our school is the level of pastoral care. Students are extremely well supported by their Teachers, Form Tutors and Heads of Year. At Camp Hill Girls, we deeply value wellbeing and recognise that good mental health, along with a safe and supportive environment, are essential for building resilience and helping our young people thrive. We are committed to deepening our understanding of trauma and attachment theory and are proud to be a Trauma Informed Attachment Aware (TIAAS) school. Our students demonstrate excellent behaviour and attendance and are highly motivated, eager, and engaged in all aspects of school life.*

*Camp Hill Girls is culturally rich and diverse, welcoming students from an extraordinary range of backgrounds. As a school community we recognise, celebrate, respect and delight in our differences, and use them as opportunities to learn and become more tolerant about the world around us. This is a caring school which Ofsted recognised, making reference to the fact that "understanding of equality, diversity and inclusion permeates all aspects of school life". We truly believe in the experience we have on offer at Camp Hill.*

*We believe KEVI Camp Hill School for Girls is an inspirational place to be and invite you to come and see for yourselves. We very much look forward to welcoming you to our school.*

*Karen Stevens*

*Headteacher*

## **Job Description: Senior Lab Technician**

**Salary:** SCP 16-18, £30,518 - £31,537 pro rata. Actual Salary £26,805.60 - £27,700.64

**Hours:** 36.5 hrs per week, 08.30am to 4.30pm, with one day to finish at 4.15pm (45 min lunch break unpaid), Mon- Fri, Term Time only.

**Line Manager:** Subject Lead Biology, Chemistry & Physics (on rotation)

Responsible for: The Senior Lab Technician will play a key leadership role in the organisation and delivery of technical support across all science disciplines; Biology, Chemistry, and Physics, which currently includes 13 members of teaching staff, to ensure the smooth and efficient running of the school's science departments. They will manage and coordinate the team of Science Technicians, oversee the preparation and maintenance of materials and equipment, and ensure full compliance with Health and Safety regulations.

### **Duties and Responsibilities:**

#### **Leadership and Coordination**

- Lead, support, and coordinate the team of Science Technicians, delegating tasks to ensure the efficient operation of all science laboratories.
- Plan and manage the technical support for practical lessons, demonstrations, and examinations across all science disciplines.
- Liaise with Subject Leads and teaching staff to ensure that practical requirements are met effectively and safely.
- Contribute to departmental planning and development, including the introduction of new practicals or resources.

#### **Health, Safety, and Compliance**

- Take overall responsibility for Health and Safety within the science preparation rooms and laboratories.
- Maintain up-to-date COSHH and risk assessment documentation.
- Ensure all chemicals, materials, and equipment are correctly stored, labelled, and disposed of in accordance with legislation and school policy.
- Provide Health and Safety guidance and training to the technician team and new staff members.

#### **Technical and Operational Duties**

- Oversee and participate in the preparation, setup, and clearing of practical lessons.
- Ensure that all scientific apparatus and equipment are maintained in safe working order, organising repairs and replacements as needed.
- Keep accurate records of stock, chemicals, and equipment, and oversee stock audits.
- Support teachers and students during practical work where appropriate, including demonstrating equipment or experiments.

- Manage the preparation and smooth running of science practical examinations (GCSE and A Level).

### **Resource and Laboratory Management**

- Lead the procurement, ordering, and distribution of materials and equipment across science laboratories.
- Ensure the laboratories, preparation areas, and storage spaces are maintained to a high standard of cleanliness and organisation.
- Maintain displays, resources, and digital filing systems for the department.
- Contribute to the development and maintenance of laboratory facilities and new technologies.

### **School support:**

- Attending full staff and departmental meetings as required and supporting departmental events/extra-curricular activities.
- Ensure a staggered lunch rota for the Technician team in order to be available for students/staff during the school lunch hour.
- Participating in appraisal and review arrangements.
- Supporting the September Grammar Schools Entrance Test (renumerated)

This job description should be read in conjunction with the contract issued on appointment by the Foundation Office. The post is subject to national conditions of employment and any changes which impact on the fulfilment of responsibility.

## **THE SCIENCE DEPARTMENT**

The Science Department at King Edward VI Camp Hill School for Girls is a vibrant, specialist-led team committed to inspiring curiosity, excellence and scientific literacy across Biology, Chemistry and Physics. We deliver a rich curriculum from Year 7 to Year 13 that emphasises rigorous practical work, independent enquiry and real-world relevance, enabling our students to move on to higher education and science-related careers. Our department is well resourced, collaborative and forward-looking, offering an outstanding environment for a Senior Lab Technician to make a real impact.

## **MAKING AN APPLICATION**

Applicants should complete the application form found online at [www.kechg.org.uk](http://www.kechg.org.uk).

Deadline for applications is Monday 5<sup>th</sup> January 2026

Short-listed applicants will be given the opportunity to tour the School and meet members of the team at the interview stage. If you have any specific questions about the post, please contact Amber Ashraf on [a.ashraf@chg.kevibham.org](mailto:a.ashraf@chg.kevibham.org) or 0121 444 2150 to discuss.

Interviews are likely to be held in the week beginning Monday 12<sup>th</sup> January 2026

## Person Specification: Senior Lab Technician

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• A Level or Degree (or equivalent) in a Science subject</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised laboratory or Health and Safety qualification (e.g. COSHH, CLEAPSS training, First Aid)</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience working in a science laboratory environment</li> <li>• Experience of managing or coordinating the work of others</li> <li>• Experience supporting practical science teaching at secondary level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an educational setting, ideally a secondary school or sixth form</li> <li>• Experience maintaining scientific equipment and resources across multiple disciplines</li> <li>• Experience of managing budgets or stock control systems</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills</li> <li>• Strong communication and interpersonal skills</li> <li>• Ability to lead, motivate and support a team</li> <li>• Good problem-solving skills and initiative</li> <li>• High attention to detail and commitment to safety</li> <li>• Competent in using ICT for record keeping, ordering, and documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to train or mentor junior technicians</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Good understanding of Health and Safety requirements within a laboratory, including COSHH and risk assessment procedures</li> <li>• Knowledge of laboratory equipment, maintenance, and practical science techniques across Biology, Chemistry, and Physics</li> </ul>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of CLEAPSS guidance and developments in school science practical work</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Reliable, proactive, and adaptable</li> <li>• Calm under pressure and able to manage competing priorities</li> <li>• Professional and courteous manner</li> <li>• Enthusiastic about science and supporting teaching and learning</li> <li>• Commitment to the ethos and values of the school and wider Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in supporting enrichment or outreach activities within science education</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant professional training, including Health and Safety and first aid</li> </ul>	

