

Science Technician

15 hours per week

(hours flexible but must include a Wednesday)

Term time Only

Salary: NJC Grade 5, SCP 13-17

(£30,023 to £32,046 FTE)

£10,156 - £10,841pa (actual salary)



Newport Girls'
High School
Academy Trust

Welcome to NGHS

Thank you for your interest in the position of Science Technician at Newport Girls' High School.



We are delighted to invite applications for this important role within our ambitious and thriving school. As Newport Girls' High School continues to grow, we are seeking an organised, highly professional and proactive individual to join our team and help support the Science Faculty.

At NGHS we believe that excellent support staff are essential to the success of our students and the smooth running of the organisation. NGHS is a truly special place to work. Our students are enthusiastic, intelligent and compassionate, whilst our staff are dedicated, supportive and committed to providing the very best educational experience. We are proud of our positive culture, strong sense of community and the teamwork that underpins everything we do.

We are also committed to supporting and developing our staff. Staff wellbeing is a genuine priority, and our Wellbeing Charter, included within this pack, outlines the many ways in which we support colleagues both professionally and personally. The school was judged Outstanding in every category by Ofsted in November 2022 and continues to achieve exceptional outcomes for students. NGHS was recently ranked first in Shropshire and among the highest-performing schools nationally for GCSE outcomes in the Sunday Times Parent Power Guide 2026. Alongside our academic success, we are proud of the national recognition we have received for our work in areas including mental health, Holocaust education and kindness.

Our Trustee Board is ambitious for the future of the school and has supported significant growth in recent years, enabling us to expand opportunities for young people whilst maintaining the high standards for which NGHS is known. The school remains heavily oversubscribed, with a flourishing Sixth Form that attracts students from across the region.

We hope that the information within this pack, together with the content available on our website, will give you a sense of our ethos, community and aspirations for the future.

Thank you for considering Newport Girls' High School. We recognise the time and commitment involved in making an application and look forward to hearing from you.

Adam Jones
Headteacher



Aims, Ethos and Values

At NGHS, we strive to:

Provide a high-quality education which enables all students to reach their full potential as life-long learners

Foster a safe, inclusive environment in which all are valued, respected and celebrated

Offer opportunities for all to positively contribute to our NGHS family and the wider community

We achieve this by:

Being Kind

Working Hard

Having Fun!



All about NGHS

NGHS in Action!





Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.



A Staff Well-being Committee which meets termly



A buddy for new staff who join NGHS for their first year



An annual flu jab for all staff available upon request each winter



Calendared wellbeing weeks with no evening meetings/events



Deadlines well publicised and annual calendar consultation



No student or class data collected for data's sake



Dedicated marking afternoon for all staff during internal exam week



Dedicated classroom wherever possible for all teaching staff



Complimentary tea, coffee, sugar and milk in the staffroom



Counselling service free to all staff both in-house and externally



Greater PPA time than national and no mainstream cover



Childcare vouchers scheme for those who have children in regular day care



Staff social evening each term - let your hair down and relax



A flexible and generous approach to family appointments, children's events, nativities, sports days etc.



Complimentary Christmas Dinner for all staff each year



Thank You Friday reward scheme for staff to share appreciation of colleagues



Staff Menopause Ambassador with appropriate support for all



Golden Space in the Car Park; awarded weekly on rotation!



Measured approach to lesson observation, drop-ins and good practice weeks



Annually reviewed Workload Policy; designed by staff for staff to support reducing workload



Communications policy which protects time outside of school day



SLT Open Door Policy at all times including urgent email for non-school days



Cake, laughter & friendship in the staffroom



A firm commitment to the current DFE Staff Wellbeing Charter

Job Description

DUTIES & RESPONSIBILITIES

- To ensure that the preparation rooms and labs are clean and well organised at all times.
- To liaise proactively with the Senior Science Laboratory Technician to ensure daily preparation requirements are fully understood and met.
- To develop an understanding of the Science curriculum and what resources are required.
- To assist the teaching staff in the setting up of practical sessions and demonstrations, including computer and audio visual equipment in accordance with teaching staff requests.
- To clear up after lessons to include the washing of used glassware, cleaning of benches and sinks and ensuring that materials and apparatus are returned to their correct place.
- To maintain, construct and modify apparatus and equipment in a clean and safe condition;
- To carry out safety checks including on electrical equipment, fume cupboards, spills kits, the condition of Bunsen burner and tubing, eye protection, glassware and chemicals that deteriorate.
- To maintain tidy organised storage and labelling of apparatus and equipment.
- To repair, as far as reasonably possible, any faulty or damaged equipment.
- To undertake a resource management/stock control including chemicals and order replacement equipment as necessary.
- To purchase teaching materials for lessons, such as seeds, household chemicals or animal parts.
- To undertake requisitioning and receipt of supplies and equipment. T
- To maintain stores of departmental textbooks and store any which are not in current use.
- To ensure stationery is available in each lab.
- To support with paperwork including photocopying teaching materials and examination papers as requested.
- To maintain display areas and change posters as requested
- To check and record the condition of utilities. Advise the Facilities Manager of any necessary work and check that the work is carried out.
- To attend trips and visits where required.
- To actively seek opportunities for professional development and attend and undergo suitable training.
- To deal quickly/calmly with any emergencies.
- To be a role model to students through personal presentation and professional conduct.
- To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their
- To co-operate with the Headteacher in all matters concerning Health and safety and specifically to take reasonable care of their own Health and Safety, and that of any persons who may be affected by their acts or omissions at work
- To be familiar with the School and Department handbooks and support all the School's policies.
- To ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- To be aware of and support difference and promote equal opportunities for all;
- To contribute to the overall ethos/work/aims of the school;
- To appreciate and support the role of other professionals;
- To participate in training and other learning activities and performance development as required.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- To undertake any reasonable task as directed by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any changes.

PROVISION OF COVER

- To provide cover for absent colleagues as a member of the support staff team in particular for science lessons (Girls usually work in silence and complete the work set, and more).

PROFESSIONAL STANDARDS

- To undertake statutory safeguarding training;
- To be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;



Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	GCSE in English, Maths and Science or equivalent	A-levels / Degree in science discipline iii. First aid qualification
Experience	Working in a laboratory or similar environment ii. Working as part of a team in a busy environment iii. Working on his/her own initiative	- Experience of working in the education sector - Pastoral experience in a setting working with young people (school, church, Guides, youth club etc.)
Knowledge & Skills	- A responsible and conscientious approach, especially with regard to health and safety - Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) - Good numeracy & literacy skills iv. Basic IT skills - How to work under pressure and multi-task	- Current national child protection and safeguarding policies (e.g. Keeping Children Safe in Education) - Knowledge of issues facing girls in a single -sex, high achieving environment
Personal Attributes	- Belief in sustaining high standards of excellence - Ability to prioritise, plan, organise well and work as part of team to achieve objectives - Empathy with the girls at NGHS iv. High standards in dress, attendance and punctuality - Suitability to work with children and satisfactory Enhanced DBS.	- Flexible and adaptable approach. - Understanding the needs of a school environment. - Sense of Humour



Application and Selection Process

Thank you for your interest in the Science Technician role at Newport Girls' High School. We hope this pack has given you a strong sense of our values, ethos and ambitions.

To apply, please complete the official application form, including the supporting statement (Section 5), which should not exceed one page (font size 11).

We anticipate strong interest in this post and will shortlist candidates based solely on how well they meet the advertised criteria. A personalised letter that reflects an understanding of NGHS and its context is strongly preferred over a generic or AI generated application.

NGHS is an equal opportunities employer. We are committed to promoting equality and diversity across our staff team and welcome applications from all backgrounds, particularly those currently under-represented in school leadership. We do not discriminate on the basis of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief.

The successful candidate will be subject to an enhanced DBS and Barred List check, along with other pre-employment checks in line with Keeping Children Safe in Education guidance. This includes obtaining police clearance for any time spent working or living abroad.

Key Dates:

- **Application deadline: Friday 2 October 2026 at 9.00am.**
- **Interviews to place on shortly after this deadline.**

Please email your completed application form to jobs@nghs.org.uk. Letters of application should be addressed to the Headteacher, Mr A Jones. Referees must include your current or most recent employer and will usually be contacted at the point of shortlisting. Please note: CVs will not be accepted. We may close the advertisement early if a sufficient number of high-quality applications are received, so early submission is encouraged.

We wish you every success with your application and thank you for considering joining our team at NGHS.

