



**SENIOR SCIENCE
TECHNICIAN
(PART-TIME)**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**

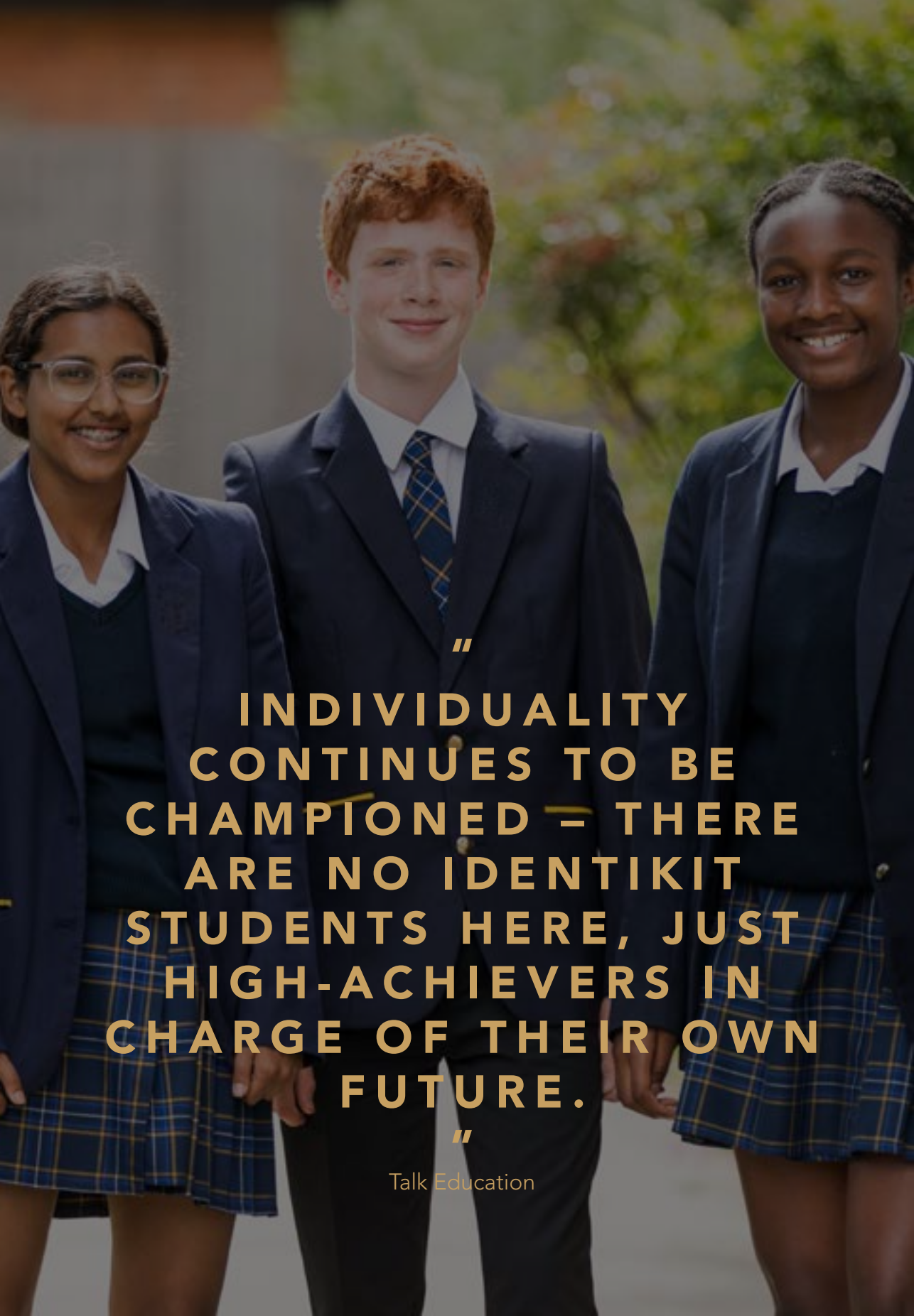
A photograph of two students in school uniforms walking on a paved path. The student on the left is a boy with short brown hair, wearing a dark blue blazer, a white shirt, a blue and white patterned tie, and dark trousers. He has a blue backpack. The student on the right is a girl with dark hair pulled back, wearing glasses, a dark blue blazer, a white shirt, a dark blue sweater, and a blue and white plaid skirt. She also has a blue backpack. They are both smiling and looking at each other. The background shows a brick building with a blue door, green bushes, and trees.

WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

It is our pleasure to introduce you to our wonderful school; a lively and welcoming community where every student is supported to achieve great things, and where curiosity, ambition and generosity thrive. At Sir William Perkins's School, students are at our heart. We expect the best from them, and in return they can expect the best from us. We provide teaching of the highest quality, where each individual is stretched and challenged and given the tailored support and attention required. We are a warm and friendly school: we know our students, their talents, hopes and aspirations, and we work with them to develop confidence, leadership skills and an ability to collaborate with others. With access to a diverse co-curricular programme, students are accomplished all-rounders with university statements studded with personal achievements and successes. Our students leave us in Year 13 with determination and clearly defined ambition, ready to make their mark on the world.

Sir William Perkins's School is a high-performing independent school for approximately 600 students aged 11 – 18 years. In September 2026, boys will be joining the school in years 7 and 12, with a phased move to co-education by 2030. The Head is a member of both HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.



“
**INDIVIDUALITY
CONTINUES TO BE
CHAMPIONED – THERE
ARE NO IDENTIKIT
STUDENTS HERE, JUST
HIGH-ACHIEVERS IN
CHARGE OF THEIR OWN
FUTURE.**
”

Talk Education

OUR VISION

Our vision reflects our shared sense of purpose, aiming to create an environment that supports each person's success whilst recognising the importance of working together to build a strong, purposeful community and a sense of belonging.

OUR MISSION

To champion the individual and build confidence, integrity, and excellence. Our holistic education promotes innovation and creativity both inside and outside the classroom. Our values of curiosity, ambition and generosity enable our students to go beyond academic success, leaving the school as conscientious, world-ready individuals.

OUR VALUES

We seek to nurture in every student the values of curiosity, ambition and generosity. Curiosity about our world and our future. Ambition for ourselves and for others. Generous with our thoughts, our gifts and our time. We seek to build confidence, integrity, and excellence in a caring, innovative, and happy community, so that each pupil leaves having been given the best possible chance of achieving their full potential, taking with them sound values, breadth of skills and knowledge, and ready to take on the world.

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2024 notes that "Pupils demonstrate excellent social awareness and they grow up to be poised, confident, and articulate." Our latest Good Schools Guide Report, conducted in March 2025 describes the school as "Big enough to thrive, small enough to care, SWPS is a place where learning and enjoyment go hand-in-hand, meaning that good grades are the happy by-product of a well-rounded education."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





SENIOR SCIENCE TECHNICIAN (PART-TIME)

ACCOUNTABLE TO HEAD OF PHYSICS

PART-TIME, PERMANENT

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

JOB PROFILE

To manage a small team of Science Technicians to provide technical support services to the Science department, including the preparation of materials, setting up for class practical sessions and maintaining equipment for use.

What follows is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the post holder.

ACCOUNTABILITIES AND RESPONSIBILITIES

Line Management

Manage two laboratory technicians in liaison with the Heads of Science departments.

Monitor daily work rosters.

Arrange cover for absence ensuring that delivery for practical lessons is maintained.

Ensure all technicians are familiar with the subject syllabi.

Allocate workloads acknowledging Technicians' capabilities enabling them to work independently.

Train all technicians to enable them to operate in all subject areas – i.e. Biology, Microbiology, Physics, Chemistry, Science IT.

Train technicians in new/unfamiliar practices.

Arranging time for each technician to practice and learn new practices.

Encourage team working to provide the best service at all times.

Ensure technicians work as a team providing the best service to the Science Department at all times.

Laboratory Management

Daily responsibility for the efficient management of seven laboratories and four preparation rooms.

Organise equipment/apparatus for practical work to ensure it is available on time for each lesson as required.

Assist Science staff with audio visual equipment and computers.

Keep Lablogger up to date with all practical requirements.

Liaison with the teaching staff concerning items required at short notice.

Organise the preparation and purchasing of apparatus, materials and chemical solutions for class practical work, investigations, demonstrations and examinations.

Clearing away and storage of apparatus, materials and chemical solutions paying particular attention to safe disposal of waste materials.

Clean and sterilise glassware.

Maintain and repair laboratory equipment (when possible).

Make equipment and improvise as necessary.

Liaison with and instruction to outside Suppliers and Contractors as necessary.

Organise and ensure electrical equipment, fume cupboards, and radioactive sources are H&S checked according to latest guidelines.

Supply Admin with details of new or

discarded equipment for valuation purposes.

Ensure perishable supplies are obtained locally.

Health and Safety

Ensure Laboratories and Preparation rooms meet current Health & Safety Standards.

Ensure current working practices meet H&S requirements, update risk assessments annually.

Work with Teaching Staff to ensure H&S standards in working practice are maintained.

Review working practices and liaison with H.O.Ds. on any shortfall identified.

Instruct Technicians on H&S requirements.

Discharging health and safety responsibilities as laid down from time to time by the Governors in their Health and Safety Policy document, the Head and the Line Manager in the School Health and Safety Instructions.

Co-ordinate Annual Stocktake

Keep up to date on current Health & Safety Standards.

Organise the stock and storage space in readiness for stocktaking.

Ensure storage cupboards are cleaned to H&S standards.

Arrange and carry out stocktaking.

Update stock books for all Departments.

Draw and present annual orders for all Departments.

Receive, check and store all new stock.

Control spending throughout the year within agreed capitation.

Monitor Science Department budgets.

Assist Science Department with IT Resources

Setting up digital microscopes and visualisers.

Checking and supporting use of digital data loggers.

Supporting the use of digital software packages.





SENIOR SCIENCE TECHNICIAN (PART-TIME)

PERSON SPECIFICATION

SKILLS, EXPERIENCE & QUALIFICATIONS

Qualifications and Experience

Essential:

Science based A levels or higher qualification.

Experience of working in and preparing equipment in a laboratory setting.

Interest in scientific issues.

Good IT skills working knowledge of Microsoft Office applications.

Health and Safety knowledge, up to date with current standards of practice in relation to handling hazardous materials.

Desirable:

Experience of working as a Science Technician within an educational setting.

Knowledge, Skills and Abilities:

Ability to plan and prioritise a range of tasks.

Excellent written and verbal communication skills.

Ability to provide high levels of customer service.

Ability to work effectively as part of a team.

Ability to manage a team of Science Technicians.

PERSONAL ATTRIBUTES

Excellent attention to detail.

Flexible and adaptable.

Reliable and resilient.

Ability to relate well to students.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. 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, they must report any concerns to the School's Designated Safeguarding Lead.

COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate.

Fee remission.

Membership of group personal pension scheme with life assurance cover for nonteaching staff.

Learning and development opportunities.
Outstanding subject facilities.

Access to Employee Assistance Programme (EAP).

Free lunch during term time, when working hours permit.

Limited free car parking on site.

Enhanced sickness and family friendly policies.

On site Fitness sessions for a small fee.

Strong tradition of on-going financial investment and development.

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all.

Staff Social Committee.

Warm and engaging working environment and an excellent staff room.

Access to a staff discount platform.



JOIN US



APPLICATION

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





SIR WILLIAM PERKINS'S
SCHOOL

Guildford Road, Chertsey, Surrey KT16 9BN
01932 574 900 office@swps.org.uk swps.org.uk