



Science Technician - Physics

To start September 2025



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Science Technician - Physics

Are you a keen scientist wishing to support the delivery of teaching and learning to young people in Science and specifically Physics? Would you like to work alongside a fabulous team of scientists in our state of the art facilities?

You will work as part of a team of three setting up and maintaining equipment for practical lessons and organising resources and materials for lessons across the age range including GCSE and A level classes. Your primary focus will be supporting Physics but you will assist with Biology and Chemistry on occasion.

You should have a relevant qualification and previous experience in a laboratory environment with the technical ability to support the Department's needs. It is essential that you have an understanding of practical physics with the knowledge and skills to prepare solutions, together with a clear understanding of health and safety in a laboratory environment. You should have high levels of computer literacy, good organisational skills and be equally happy working unsupervised, as well as part of a team, to a high standard.

Salary £25,830 (1FTE £33,360)

Hours: 08:00 – 15:30, Monday to Friday
35 hours per week, excluding 30 min unpaid lunch break per day
Term time (36 weeks) plus 5 additional days

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Monday, 11th August 2025.

Interviews will be held the following week.

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.

Please note that applications will be considered on receipt and we reserve the right to appoint and close the vacancy before the deadline.



Key Responsibilities

Reports To: Head of Science

Purpose of Job: To provide an efficient and effective Technician support service for the Science department to support delivery of effective teaching and learning, primarily in Physics but also to the Science department as a whole. To work primarily on own initiative, but also as part of a team to ensure technical support services are delivered to a high standard.

Main Responsibilities:

- The preparation of materials and equipment for physics lessons
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff
- Collecting and returning apparatus to storage
- Checking individual components in and out for class use
- Carrying out risk assessments for technical activities
- Arranging for apparatus including worksheets, books and audio visual aids to be available in rooms for lessons
- Provide technical support and organisation for examinations and coursework; including termly external examinations, internal School examinations, and GCSE and A-Level examinations
- Liaising with staff over use of equipment and stock
- Advising staff of any issues, including safety aspects
- Repairing damaged equipment or arranging for this to be done
- Constructing apparatus and equipment when required

Maintaining science laboratories and preparation rooms and their equipment and services in good order

- Routine maintenance of physics and science laboratories and preparation rooms, their equipment and services
- Maintaining laboratories ensuring they are clean and tidy
- Storing materials efficiently
- Arranging for relevant safety checks on equipment as required

Maintaining the stocks of Physics materials

- Taking stock of apparatus, consumables, stationary, books and any other items
- Advise Head of Physics on stock replacement needs
- Ordering stock and checking deliveries
- Purchasing various materials locally



Key Responsibilities cont'd

General duties in support of the teachers in the Science Department

- Trialling practical activities.
- Keeping up-to-date with developments in practical science.
- Ensure all health and safety procedures are understood and followed at all times and contribute as part of the team to a safe working environment
- Ensure the safe treatment of radioactive materials under the direction of the radiation protection supervisor.
- Supporting Extra-curricular activities by agreement when required

Additional duties as agreed with the Head of Physics consistent with the support of effective teaching and learning in Physics and Science.

General responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Displays correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
- Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure own safety and that of colleagues, pupils and visitors.
- Carries out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

June 2024



Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement, interview and by an exercise, Task or Group Task with children as appropriate.

Education and Qualifications

Essential:

- GCSE in Maths and English at Level 4 or above, or equivalent
- Science GCSEs/A levels including Physics at A Level or equivalent
- A commitment to continuing professional development

Knowledge and Skills

Essential:

- Good working knowledge of Health & Safety and CLEAPPS regulations in a practical education environment
- Good knowledge of Physics
- Practical skills to undertake basic repair and maintenance of science equipment
- Methodical with high attention to detail
- Good organisation skills and able to work effectively at times when under pressure
- Able to work on own initiative to a high standard, plan own workload and work to deadlines
- Effective interpersonal and communication skills, able to foster good working relationships with staff and pupils
- Team player, willing to cover work of colleagues at times
- Computer literate and familiar with Microsoft Office packages, especially Outlook, Excel and Explorer

Experience

Essential:

- Previous experience in a scientific environment, such as a laboratory or in a School

Personal competencies and qualities

Essential:

- Friendly and approachable with a can-do mind-set
- Ability to build effective working relationships with students and staff
- Able to remain calm and professional in all situations

Other requirements

Essential:

- Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
- Flexible approach to working hours to assist with peaks in workloads/cover absences
- Empathy with the ethos and aims of Royal Russell School



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

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