



Tettenhall College

Science Technician

Information for applicants

Starting September 2025

www.tettenhallcollege.co.uk



Welcome to Tettenhall College

Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 500 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 25 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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Working with us

The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art study centre, a sixth form common room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian Towers Theatre; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care. Support of those pupils who have additional learning needs, including EAL, is a critical element of the School's offering.

This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.



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*The well-being of all our staff is
of particular importance*
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The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.



Our Mission, Vision & Values



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Our mission is to nurture our pupils to achieve their full potential and discover their unique talents

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The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.



Ambition

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.



Opportunity

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities



Creativity

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.



Community

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.



Character

We cultivate emotional intelligence, well-being and self respect and encourage support for each other. We lead by example to promote healthy and balanced lifestyles.

The Science Department

The Science Department at Tettenhall College invites applications for the position of Full Time Science Lab Technician (term time only + 2 weeks) for a September 2025 start. The Department has an excellent record of academic success.

We are seeking to recruit an enthusiastic Science Technician to join the Department. The successful candidate will have a passion for science and an ambition to make positive steps in their career.

The Department

The science department is composed of seven members of staff and one lab technician.

In years 7& 8, pupils have three lessons a week following the Oxford KS3 Science scheme 'Activate'. In year 9, pupils have three lessons a week, each being taught by a subject specialist. In these lessons pupils start the foundation for GCSE.

At GCSE, pupils can choose between Combined Science or taking the three separate sciences (biology, chemistry, and physics). Combined science is taught by three subject specialists across six lessons. Separate sciences are taught by specialists across three lessons a week so nine lessons in total..

Sciences are a very popular option at A-level, with many pupils studying more than one science subject in preparation for various courses at universities. Many of our pupils go on to study science-related subjects such as medicine, pharmacology, engineering and biomedical science, at top universities in the UK and abroad. At A-level, pupils follow the AQA syllabus for physics.

The Department believes in providing a wide variety of opportunities for pupils to experience science outside of the curriculum, such as a science club to year 6 pupils, a medical society to sixth form pupils, a medical leadership programme, numerous competitions, lectures, fieldwork, and trips across the age range. There are many opportunities to develop enrichment and be involved with the promotion and organisation of trips.



The Person

We seek to appoint an enthusiastic Science Lab Technician to support the Science Department. The candidate should have experience of working in a scientific/technical environment with a high degree of competence in laboratory skills. The post would be suitable for those looking to develop their experiences and personal advancement as well as someone new to education.

Job Description

Tettenhall College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title: Science Technician
Reporting to: Subject Leader for Science
Hours: 40hrs per week - term time only + 2 weeks
Benefits: Pleasant working grounds and location
Lunch is provided free of charge during term time
Staff have access to the College swimming pool and fitness room



Main Duties & Responsibilities

Professional Responsibilities

- Responsible for preparation and provision of apparatus, equipment, materials and instruction sheets for practical work and providing in class support when called upon during practical sessions.
- Preparation of chemicals for experiments.
- Maintenance of the laboratories, prep room, stock rooms, consistent with Health and Safety Regulations including CLEAPSS regulations; in particular to ensure safe practices with regard to handling, storage and disposal of materials.
- Trialling new experiments and assessing any risks involved. To prepare and maintain risk assessments and written instruction sheets.
- Assisting staff and students where appropriate during practical sessions.
- To carry out routine safety checks as required by official Health & Safety regulations and the College's policies. Assist in an annual safety audit as directed.
- To be responsible for the maintenance and repair of equipment, and construction of new apparatus where appropriate. Keep records of damage to apparatus and report any faults to internal or external agencies as needed.
- Deliver and retrieve equipment and chemicals to and from science laboratories.
- Cleaning of used equipment and its return to storage.
- Prepare and maintain risk assessments of all relevant practical's based on current legislation.
- Maintain and demonstrate strong organisational and practical skills.
- In conjunction with the Subject Leader of Science, be responsible for stock management, monitoring suppliers for value, ordering chemicals, equipment and other materials as required by the science department, checking deliveries, undertaking an initial review of invoices and advising the Subject Leader of Science on expenditure requirements. Maintaining an account of financial transactions.
- Maintain records of books and other materials issued to and returned by students.
- Extensive knowledge of CLEAPSS, Chemical Hazcards and Safety in Laboratories.
- Prepare and print internal exams and topic tests from completed papers provided by science teaching staff.
- Maintain computer records, databases and spreadsheets used within the science department.
- Maintain filing records of student's internal exam and topic test papers.
- To liaise with members of teaching staff to ensure effective coordination in the completion of all day-to-day tasks.
- Giving technical advice to early career teachers.
- Support teaching staff in organising trips and visits and attend when required.
- Ability to use own initiative. Prioritise and manage timeline of the working day.
- To attend Science Department meetings as required
- To work positively to suggest and deliver quality improvements for the Science department.



Tettenhall College is committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation. Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

How to Apply

- Closing date:** Tuesday 13th May 2025 - 12 noon
- Interview:** Rolling basis
- Salary:** Commensurate with experience
- Hours:** 40hrs per week - term time only + 2 weeks
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To apply, please fully complete an employment application form and return, along with your CV, to head@tettcoll.co.uk

Safeguarding and Staff Conduct

- To show commitment to safeguarding, child protection and the well-being of students
- To insist of high standards at all times
- To act as a role model for punctuality, resilience and commitment
- To display a smart and professional appearance, representing the school in a positive manner
- To uphold the staff Code of Conduct

The above is not an exhaustive list. Applicants must be willing to undertake other reasonable duties as requested by the Subject Leader or members of the extended Senior Leadership Team and any duties that the Headmaster deems necessary for the effective operation of the school

Tettenhall College is committed to safeguarding and protecting 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. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Please note that we will take up references provided in your application form prior to interview.

If successful, an external provider will undertake online background checks adhering to the Data Protection Act 1998 which states that personal information shall be processed lawfully and fairly, obtained for one or more specified and lawful purposes only and be adequate, relevant and not excessive.

Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk

A photograph of two fencers in white gear sparring in a grand, ornate room. The room features a high ceiling with a chandelier, large windows, and a wooden floor. The fencer on the right is in a dynamic pose, with one arm raised. The fencer on the left is in a ready stance. The text "GET INVOLVED" is overlaid in white, sans-serif font across the center of the image.

GET INVOLVED



Tettenhall College

A LEADING DAY & BOARDING SCHOOL FOR BOYS AND GIRLS, AGED 2 - 18

Person Specification

Education, training, and qualifications	Essential	Desirable
Level 3 qualification in a scientific subject	√	
GCSEs or equivalent in maths and English (level 5 or above)	√	
Qualified to degree level or equivalent in a relevant subject area		√
CLEAPSS/HASAW or similar qualifications in health and safety		√
First Aid qualification		√
Experience		
Experience of working in a scientific/technical environment	√	
Experience of preparing chemicals/reagents	√	
Good knowledge of health and safety regulations and how they apply to the post	√	
Experience of using common IT programmes (word, excel, outlook)	√	
Experience of working as an A level technician		√
Experience of working in a school/college laboratory environment		√
Experience of working with pupils/young adults		√
Knowledge and Skills		
High degree of competence in laboratory skills	√	
Demonstrate excellent verbal and written communication skills	√	
Ability to work with accuracy and attention to detail	√	
Ability to plan and prioritise work effectively, meet deadlines and work calmly under pressure	√	
Working knowledge of safe practice with regard to handling hazardous materials (CLEAPSS) and equipment	√	
Possession of good IT and administrative skills	√	
Thorough understanding of safeguarding in relation to children and young people	√	
Ability to support students and staff with practicals as required		√
Ability to trial new practicals and provide feedback to the teaching team to support delivery of the practical work		√
Personal Qualities		
Excellent punctuality and attendance	√	
Excellent organisational skills	√	
Willingness to learn new skills and undertake relevant training, including compulsory safeguarding training	√	
Willingness to commit to the whole school ethos and values	√	
Flexible, self-motivated and hardworking	√	
Open and approachable manner	√	
Calmness under pressure	√	
Strong interpersonal skills to effectively communicate with staff and pupils	√	
A positive attitude towards students and commitment to their success	√	
Commitment to the values of the College, including valuing diversity and promoting equality	√	
Committed to self-improvement and development through self-evaluation, reflection and training	√	
Committed to the protection and safeguarding of children and young people	√	